

Reeds Spring School District



"Home of the Wolves"

**Employee Handbook
2018-19**

INTRODUCTION

Welcome to a new school year! We are looking forward to another year of helping students succeed! This handbook is a reference for your use in understanding District policies and procedures. This handbook is not an employment contract nor does it create contractual obligations. It is your responsibility to read and understand this handbook. The District has the right to add to, discontinue, or modify any provision, procedure or employment benefit. No such change shall be effective unless made in writing and signed by the superintendent or his/her designee.

If you have a written employment contract with the District, your employment is governed by the terms of said contract. If you do not have a written employment contract with the District, your employment is at-will. This means that your employment and the terms and conditions of employment may be changed, with or without cause, and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. Your status as an at-will employee cannot be changed except through a written agreement signed by the superintendent or his designee.



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The Reeds Spring R-IV
School District Mission:

We are committed
to maximizing the potential
of our community through
strong relationships and
innovation.

(Reference: Reeds Spring Strategic Plan 2018-2021)



Reeds Spring R-IV School District Mission and Vision

Reeds Spring Strategic Plan 2018-2021

Mission

- *We are committed to maximizing the potential of our community through strong relationships and innovation.*

Vision

- *A community that connects people to their purpose through relationships and opportunities.*

Key Objectives

- *Effective Community Engagement*
- *Improve Consistent Curriculum Across the District*
- *Improve Student Readiness and Experiences Through Opportunities and Relationships*
- *Create a Strong, United, Supportive Internal Culture*

BOARD OF EDUCATION

2018-19

President
Vice-President
Member
Member
Member
Member
Member

Mr. Earl Johnson
Mr. Al Morton
Dr. Owen Allphin
Mrs. Anne Coleman
Mr. Matt Greenwalt
Dr. Jennifer Maloney
Ms. Joelene Powell



CENTRAL OFFICE ADMINISTRATION AND STAFF

Superintendent of Schools
Director of Operations
Special Services & Federal Programs Director
Director of Instruction
Asst. Director of Instruction
Gibson Technical Center Director
High School Principal
Assistant High School Principal
Middle School Principal
Assistant Middle School Principal
Intermediate School Principal
Elementary School Principal
Elementary School Assistant Principal
Primary School Principal
Activities Director
Director of Communications
Food Service Director
Maintenance/Custodian Director
Superintendent & Board Secretary/Core Data
Dir. Special Services/Fed Programs/Operations Secretary
Bookkeeper/Benefits/Board Treasurer
Payroll Clerk
SISK12 Coordinator/Accounts Payable

Mr. Michael Mason
Mr. Steve Verheyen
Mrs. Liz Schofield-Smith
Mrs. Janna Elfrink
Dr. Angie McGuirk
Mr. Nick Thieman
Dr. Isaac Sooter
Mr. Brian Moler
Mr. Travis Kite
Mr. Kurt Stumpff
Mrs. Andrea Chavez
Mrs. Laura Weber
Ms. Tonya Baker
Mrs. Karen Murray
Mr. Lance Gosch
Mr. Benjamin Fisher
Mr. Jonas Dodson
Mr. Tony Hauptert
Mrs. Rachelle Meats
Mrs. Kristal Black
Mrs. Gayla Shinnebarger
Mrs. Tina Kelley
Ms. Dana Hilton

REEDS SPRING R-IV SCHOOL DISTRICT

2018-19 Calendar



JULY					0
M	T	W	T	F	0
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Teacher Days

JANUARY					17
M	T	W	T	F	19
		1	2	3	4
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

Teacher Days

AUGUST					12
M	T	W	T	F	15
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

Aug. 13-14 Teacher Orientation Days
 Aug. 15 First Day of School

Aug. 31 Professional Day (No Students)
 Sept. 3 Labor Day (No School)

FEBRUARY					18
M	T	W	T	F	19
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28		

Oct. 15-19 Parent/Teacher Conference Week
 Oct. 19 Professional Day (No Students)

Nov. 21-23 Thanksgiving Break (No School)

Dec. 21 Dismiss at 12:00 noon
 Dec. 24 - Jan. 4 Christmas Break (No School)

MARCH					15
M	T	W	T	F	16
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Jan. 7 Professional Day (No Students) (*)
 Jan. 21 Professional Day (No Students) (*)

Feb. 15 Professional Day (No Students) (*)
 Feb. 18 President's Day (No School) (*)

SEPTEMBER					19
M	T	W	T	F	19
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

OCTOBER					22
M	T	W	T	F	23
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

Mar. 11-14 Parent/Teacher Conference Week
 Mar. 15 Professional Half-Day (No Students) (*)
 Mar. 18-22 Spring Break (No School) (*)

Apr 19 No School

May 22 Last Day of School (If make-up days are not used)
 (Dismiss at 12:00 noon)

May 27 Memorial Day

APRIL					21
M	T	W	T	F	21
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

NOVEMBER					19
M	T	W	T	F	19
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

May 23-30 (Snow Make-Up Days) (*)
 Calendar includes 5 built-in snow days
 (*) = Possible Snow Make-Up Days

MAY					16
M	T	W	T	F	16
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

DECEMBER					15
M	T	W	T	F	15
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

End of Qtr. Days are Underlined	
Qtr. days	
Oct. 12	41
Dec. 21	46
Mar. 8	41
May 22	46
Total	174

Teacher Days
 No School

JUNE					0
M	T	W	T	F	0
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Student Days 174
 Teacher Days 182

Board approved: May 17, 2017

In April, we will remove any unused inclement weather days from the end of the calendar.

Your Employee Benefits



**Employees employed for more than 30 hours a week will be eligible for full benefits.
Other employees are afforded some of the benefits as defined by Board Policy.**

EMPLOYEE BENEFITS

Employees receiving board paid benefits receive medical, dental, life, and short term disability insurance. The total benefit package is valued at **\$5,800.00+**. Employees may buy up for additional benefits or purchase insurance for dependents.



Medical* (Missouri Educator's Trust)

***The Board of Education pays \$380.00 of employee's medical premiums. The Board of Education will pay \$456.00 (an additional 20% incentive) if the employee provides proof of participation in the Health Risk Assessment (HRA) prior or October 1, 2018.**



Dental (The Standard)

Employee	\$ 33.00 (Bd Paid)
Spouse and/or Child(ren)	\$ 80.44



Life Insurance (Hartford Life \$25,000)

Employee	\$ 2.26 (Bd Paid)
Spouse and/or Child(ren)	\$ 1.62
Supplemental Life Available	



Short Term Disability (Lincoln National Life)

Rate Based on Salary and Age (Bd Paid)

Eligibility Provisions for Group Health, Life and Dental Plans (Must be full-time active employee of the employer and regularly scheduled to work at least thirty (30) hours or more per week; or a full-time bus driver; and file with the Plan Administrator all documentation necessary to enroll in the plans during an initial enrollment period or special enrollment period.):

Employee's whose position requires certification:

- New employees and their dependents become eligible for this coverage on the first of the month following or coinciding with their date of employment. Board paid benefits end June 30th when leaving the district. Board paid benefits end July 31st for eleven and twelve month employees.

Employee's whose position does not require certification:

- New employees and their dependents become eligible for this coverage on the first of the month following or coinciding with 30 days of employment. Board paid benefits end at the end of the month in which you terminate employment.

Eligibility Provisions for Short Term Disability (STD): Must be a full-time active employee working a minimum of 30 hours per week.

Missouri Educator's Trust

Effective July 1, 2018 - June 30, 2019

Plan 3/Plan 10		Plan 6/Plan 13		Plan 8/Plan 15		Plan 11/Plan 19		Plan 12/Plan 20		
\$1000 80/20		\$2000 70/30		\$2500 80/20		\$3500 100/0		\$5000 100/0		
\$25/\$50 OV		\$25/\$50 OV		\$25/\$35 OV		100% OV after deductible		\$20/\$40 OV after deductible		
\$3000 OOP*		\$4500 OOP*		\$5000 OOP*		\$3500 OOP*		\$6350 OOP*		
\$15/\$35/\$75/20% to \$100 Rx		\$15/\$35/\$75/20% to \$100 Rx		\$10/\$35/\$60/20% to \$100 Rx		100% Rx after deductible		\$10/\$30/\$60/20% to \$100 Rx after deductible		
Blue Access	Blue Preferred	Blue Access	Blue Preferred	Blue Access	Blue Preferred	Blue Access	Blue Preferred	Blue Access	Blue Preferred	
Employee Cost HRA Participant (\$456 Bd Pd)										
EE	\$ 142.42	\$ 114.82	\$ 74.39	\$ 49.93	\$ 61.47	\$ 37.60	\$ 54.23	\$ 30.69	\$0.00 (\$23.73 in H.S.A.)	\$0.00 (\$43.67 in H.S.A.)
ES	\$ 723.33	\$ 668.93	\$ 589.25	\$ 541.03	\$ 563.81	\$ 516.77	\$ 549.53	\$ 503.15	\$419.62 (\$23.73 in H.S.A.)	\$400.27 (\$43.67 in H.S.A.)
EC	\$ 595.40	\$ 546.91	\$ 475.87	\$ 432.89	\$ 453.21	\$ 411.27	\$ 440.47	\$ 399.12	\$327.23 (\$23.72 in H.S.A.)	\$312.14 (\$43.67 in H.S.A.)
FA	\$ 1,209.51	\$ 1,132.69	\$ 1,020.16	\$ 952.07	\$ 984.23	\$ 917.80	\$ 964.06	\$ 898.56	\$770.83 (\$23.72 in H.S.A.)	\$735.28 (\$43.67 in H.S.A.)
Employee Cost Non HRA Participant (\$380 Bd Pd)										
EE	\$ 218.42	\$ 190.82	\$ 150.39	\$ 125.93	\$ 137.47	\$ 113.60	\$ 130.23	\$ 106.69	\$ 52.27	\$ 32.33
ES	\$ 799.33	\$ 744.93	\$ 665.25	\$ 617.03	\$ 639.81	\$ 592.77	\$ 625.53	\$ 579.15	\$ 471.89	\$ 432.60
EC	\$ 671.40	\$ 622.91	\$ 551.87	\$ 508.89	\$ 529.21	\$ 487.27	\$ 516.47	\$ 475.12	\$ 379.50	\$ 344.47
FA	\$ 1,285.51	\$ 1,208.69	\$ 1,096.16	\$ 1,028.07	\$ 1,060.23	\$ 993.80	\$ 1,040.06	\$ 974.56	\$ 823.10	\$ 767.61
Retiree										
EE	\$ 598.42	\$ 570.82	\$ 530.39	\$ 505.93	\$ 517.47	\$ 493.60	\$ 510.23	\$ 486.69	\$ 432.27	\$ 412.33
ES	\$ 1,179.33	\$ 1,124.93	\$ 1,045.25	\$ 997.03	\$ 1,019.81	\$ 972.77	\$ 1,005.53	\$ 959.15	\$ 851.89	\$ 812.60
EC	\$ 1,051.40	\$ 1,002.91	\$ 931.87	\$ 888.89	\$ 909.21	\$ 867.27	\$ 896.47	\$ 855.12	\$ 759.50	\$ 724.47
FA	\$ 1,665.51	\$ 1,588.69	\$ 1,476.16	\$ 1,408.07	\$ 1,440.23	\$ 1,373.80	\$ 1,420.06	\$ 1,354.56	\$ 1,203.10	\$ 1,147.61

***** 4th Quarter Carryover has been eliminated for ALL plans.**

Network Option -	Blue Access	Blue Preferred	Dental		Vision	
Barnes Jewish - St. Louis	Yes	No	Employee	\$0.00 (\$33.00Bd Pd)	Employee	\$10.16
Cox - Springfield	Yes	Yes	Family	\$80.44 (\$33 Bd Pd)	Employee +1	\$20.32
Cox - Branson	Yes	Yes	Retiree	\$33.00	Employee +2 or more	\$28.12
Freeman - Joplin	Yes	Yes	Retiree Family	\$113.44		
Mercy - Joplin	Yes	No				
Mercy - Springfield	Yes	No				
Saint Francis - Cape Girardeau	Yes	No				
Washington University-St Louis	Yes	No				
Be sure to confirm your provider is in the network you select PRIOR to enrolling in the network. See Anthem Provider Search instructions for how to lookup a provider.						

BENEFIT	NOTES	EMPLOYEES AFFECTED
Public School Retirement System (PSRS)	<ul style="list-style-type: none"> • State mandated 14.5% (2017-2018) deduction • Matched by the District • Vested after 5 years • Questions – contact • 800-392-6848 or www.psrsmo.org 	All certificated staff who work 17 hours per week or 600 hours per year
Public Education Employee Retirement System (PEERS)	<ul style="list-style-type: none"> • State mandated 6.86% deduction • Matched by the District • Vested after 5 years • Questions – Contact 800-392-6848 or www.ntrsmo.org 	All classified staff who work 20 hours per week
Health Insurance Missouri Educator’s Trust	<ul style="list-style-type: none"> • Board of Education pays \$380.00 of premium, or \$456 if employee participates in H.R.A. • Retirees may retain membership by paying premiums within a year of their retirement. • Questions 800-969-3343 	All staff who work 30 hours or more per week; or a full time bus driver
Dental Insurance The Standard	<ul style="list-style-type: none"> • Board of Education paid for employees @ \$33.00 monthly • Retirees may retain membership by paying premiums within a year of their retirement. 	All staff who work 30 hours or more per week; or a full time bus driver
Life Insurance Hartford Life	<ul style="list-style-type: none"> • Board of Education paid for employees @ \$2.26 monthly. • \$25,000.00 Benefit • Employee can elect increased coverage for self, spouse and/or children. 	All staff who work 30 hours or more per week; or a full time bus driver
Short Term Disability Lincoln National Life	<ul style="list-style-type: none"> • Board of Education paid. • Benefit pays 60% up to \$750.00 per week. • Employees must be off work 14 days and use all accumulated leave. 	All staff who work 30 hours or more per week.

COBRA Continuing Insurance Coverage	<ul style="list-style-type: none"> Federally mandated. Exiting employee can extend district insurance coverage for 18 months at personal expense. Have 60 days to apply after exit. 	Exiting employees who have insurance.
Tax-Deferred Retirement Plan	<ul style="list-style-type: none"> Employees may elect to participate in a 403b and 457 retirement plans OMNI is the 3rd party administrator of these plans 	
Pre-Tax Savings Section 125	<ul style="list-style-type: none"> Employees may elect to participate in a flexible spending plan for medical or dependent care with pre-tax dollars Premium savings with before tax dollars for additional health and/or disability insurance No fee 	All staff who work 20 hours or more per week
Worker Compensation	<ul style="list-style-type: none"> Covers accidents or injuries while fulfilling job responsibilities Requires District Accident Report at time of injury through school nurse before seeking medical care unless it is an emergency Medical care and prescriptions are covered through specified providers only Provides 2/3 of average weekly wage if employee cannot work Effective 3 days after day of injury Questions – Contact – Gayla Shinnebarger Ext. 4011 	All staff with job related injuries.

Changes in insurance benefits can only be made during open enrollment periods except for qualifying events.

* This chart is intended as a quick reference summarizing the employee benefits available to employees of the District. A more detailed description of the employee benefits that may be applicable to you is available through the Business Office. This chart is not intended to be an employment agreement and the District, in publishing this chart, is not conveying an offer pursuant to the benefits described in this summary.

Paid Sick Leave

Each employee will be entitled to sick leave for recovery from personal injury, illness, a death or critical illness in their immediate family. Immediate family is considered to be spouse, child, parent, grandparent, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. Additional leave for illness, injury, or disability of other relatives, can be taken with the permission granted by the superintendent. (Please refer to Regulation 4320)

An absence of over one (1) through four (4) hours shall be counted as a half-day of sick leave. The employee supervisor maintains the right to require a doctor's certificate verifying the illness or dates of employee's incapacitation. In cases where the Family Medical Leave Act is involved, the district may not advance sick leave days beyond days that have actually been accrued.

Certified Employees

Eligible certified staff contracted for the regular school term will have available 10 days of sick leave per school year cumulative to 80 days plus the current year allocation. Staff members contracted beyond their regular school term will have additional sick leave on a pro-rated basis. Part-time certified staff will accumulate sick leave on a pro-rated basis according to their FTE rounded to the nearest half day. An adjustment in compensation will be made for employment terminated prior to the completion of a contract period in which sick days have been advanced but not earned. Professional staff short-term leaves and absences are detailed in Policy 4310. After sick leave or personal days are used, the employee salary will be reduced by one (1) contracted day salary rate for each day missed.

Full-time employees under certified contracts shall be paid for unused health leave at the rate of \$35.00 per day for each day, over 80 payable in June of each school year. Upon completion of their contract, full-time employees leaving or retiring from Reeds Spring Schools may be paid on a per day basis for any unused sick leave based on the date of notification of resignation. See the chart below for date requirements and amounts paid per sick leave day. Payment for unused sick leave days will not be made to employees who break their contract or are terminated for cause. (See Policy 4310).

Notification of Resignation Received by:	Amount Reimbursed for Accumulated Sick Leave
February 1	\$55.00
March 1	\$45.00
April 1	\$35.00

Resignations after April 1 but before June 1 for reasons of serious illness, transfer of spouse and military service will be paid \$35.00/day.

Classified Employees

Regular attendance is essential in providing District students with a high quality of instruction. Eligible classified staff will be entitled to one (1) sick day per month of employment with ten (10) per year as a minimum cumulative to 80 days. Staff members working beyond the regular school term will have additional sick leave on a pro-rated basis. The number of days of sick leave granted per year shall correspond to the number of months the employee has been assigned employment. Fractional month periods shall be rounded to the next highest whole number. Part-time classified staff will accumulate sick leave on a pro-rated basis according to their FTE rounded to the nearest half day.

After 80 days have been accumulated, the classified employee shall receive \$25 per day for any unused sick leave over 80 days, payable in June of each school year. Classified employees leaving the school system may be paid on a per-day basis for any unused sick leave, provided they have been employed by the district for one (1) year of continuous employment and have given a minimum of two (2) weeks notice. Payment for unused sick leave days will not be made to employees who are terminated for cause.

When employees are absent more than fourteen (14) days in any three month period, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Personal Leave

A maximum of two of the current year's sick leave days may be used for personal business annually. Unused personal days do not accumulate, they rollover as sick days in the next year. Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of time leave is requested. Personal leave may be denied if it does not conform to policy or would cause a hardship to students or staff.

Bereavement Leave

Bereavement leave is offered as a gesture of respect and compassion in the event of the death of the employee's immediate family as defined in the sick leave regulation, including mother-in-law, father-in-law, brother-in-law and sister-in-law. Up to five (5) days may be taken at the expense of the district. Upon approval of the superintendent or designee, additional days may be taken and charged against available sick or personal days. Time taken for the loss of family members other than those listed will be charged against available personal or sick leave.

Professional Leave

All professional leave days shall be granted at the discretion of the administration.

Vacation

Those employees that are contracted for **twelve months** are entitled to vacation leave as follows:

Classified Staff:

Classified staff will receive two weeks' vacation upon completion of one full year of employment. The two weeks will be given in accordance with the fiscal year. If the classified staff employee's *one year of employment* does not coincide with the fiscal year, the vacation will be prorated until the new fiscal year starts. If a classified staff employee moves to a 12-month contract, the employee will receive two weeks' vacation at the start of the fiscal year, provided that they have worked at least one year for the district.

Twelve-month classified staff will accrue an additional week of vacation upon completion of 10 consecutive years of employment in the school district.

Certified Staff:

Certified staff members employed for 12 months will be given two weeks of vacation at the start of the fiscal year.

Vacations shall be taken at a time appropriate for the department and in agreement with the supervisor. **Vacation days must be used in the fiscal year in which they were earned.** One week of vacation is equal to five days.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for the time lost due to work-related incidents.

Pay Periods/Payroll Deductions

School personnel will be paid on a monthly basis, the first check being issued after services have been rendered. Monthly day of pay will be determined by the Board of Education, presently that is the 20th of each month, unless the 20th falls on a weekend or holiday, and then it will be paid on the work day immediately preceding the 20th. Employees will receive twelve (12) checks per year. Beginning with the 2016-17 school year 9-11 month employees will receive their full pay for the fiscal year prior to June 30th of that fiscal year.

Payroll deductions provided by law or authorized by the Board of Education are stated in Policy 4520. The Board of Education pays a portion of the health insurance premium. (Refer to Regulation 4540 – Group Insurance Benefits). Employees who do not wish to participate in the health insurance plan must sign an insurance waiver form.

Payroll Direct Deposit

All employees will be required to participate in direct deposit. You will be allowed to change bank accounts at any time with proper notification to payroll. Your payroll money is deposited into your designated bank account and is available on the actual day of payroll. You will be able to view your pay history and paycheck stub information on the HR Portal provided by the District.

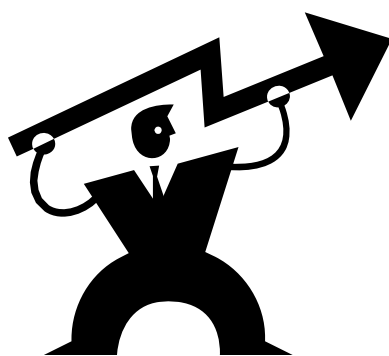
Notice Regarding Public Service Loan Forgiveness

In accordance with state law, the Reeds Spring R-IV School District is required to provide all new employees with information regarding eligibility for the Public Service Loan Forgiveness Program. Employees who work full-time in a public school district might be eligible for this program. The Public Service Loan Forgiveness Program forgives the remaining balance on Direct Student Loans for borrowers after they have made 120 qualifying monthly payments under a qualifying repayment plan, as long as the borrower is not in default.

For more information about the program and to determine whether you are eligible under this program, go to the Missouri Department of Higher Education's website at:

<http://dhe.mo.gov/resources/publicserviceemployees.php>

District Procedures and Expectations



Contract Period

Unless otherwise specified, the contract period shall be as follows:

TEACHERS/AIDES/

PARAPROFESSIONALS: 182 days (9 month)

ADMINISTRATORS/SECRETARIES/

TECHNOLOGY STAFF:

182 days - 182 teacher days (9 month)

192 days - 182 teacher days plus 10 (9.5 months)

202 days - 182 teacher days plus 20 (10 month)

212 days - 182 teacher days plus 30 (10 ½ month)

222 days - 182 teacher days plus 40 (11 month)

242 days - 242 days (12 month)

During the school year, secretaries work all days that students and/or staff are present. Building secretaries may be required to work hours outside of the normal work day, at the discretion of the building principal and in accordance with the Fair Labor Standards Act. District Calendars have been created for all staff reflecting required hours to work on PD Days and half days of school.

MAINTENANCE/CUSTODIAN: 250 days (12 month)

BUS DRIVERS: 174 days (9 months)

FOOD SERVICE: 177 days (9 months)

KITCHEN MANAGERS: 179 days (9 months)

Confidentiality

Any information concerning students is confidential and should not be shared outside the educational setting. No student problem or concern should be discussed where others might hear. Confidentiality is extremely important for protecting the privacy of students. Volunteers should not be asked to grade papers or have access to any information that would provide information about student achievement or behaviors.

All staff is under the obligation of confidentiality under the Family Education Right to Privacy Act. Use extreme caution in discussing students in areas that are not secured such as hallways, the teacher workroom and public places. Only discuss specific students to others with a “need to know.” This is the most litigated area of education-related lawsuits. The term “need to know” is defined as school personnel who are directly responsible for the student’s education or who otherwise interacts with the student on a professional basis in the scope of their assigned duties.

Purchasing

ALL purchases, preview of items, or items on approval are to have prior approval by the principal and a purchase order issued **prior to ordering**. The district will not assume responsibility for unauthorized purchases (purchases made by an employee without a purchase order). No person or group may purchase any item through the school for non-school purposes. All tickets/invoices are to state the purchase order number, be signed and submitted to the Central Office for payment. In order to make a purchase with a school credit card, advanced approval must be obtained from an immediate supervisor and all receipts must be provided to the designated building secretary at the time the credit card is returned (i.e., Wal-Mart, fuel or meal purchases when traveling out of town). When appropriate, a purchase order must be submitted for a school credit card purchase.

PURCHASE ORDER PROCEDURE:

- Complete a Purchase Order Request using SIS Financial available in each building. Ask your building principal for specific locations.
- If the principal approves the request, and assigns a budget code, then the request will be forwarded to Central Office.
- If the purchase order is approved by Central Office, it should be printed by the original building. The order can then be called in, faxed, or emailed.

Public Relations

The Reeds Spring R-IV School District has a communications office to help the district achieve its strategic goals, foster strong relationships with district stakeholders, and enable the district to present itself accurately to audiences. The district hopes stakeholders feel involved and engaged with our schools, exhibit community pride, trust in the district, and support the Wolves.

All personnel are encouraged to share information, pictures, and video with the district's director of communications, who will distribute the information to the appropriate stakeholders. Before submitting pictures or video, please check whether students are on the No Media List, which can be found in SIS.

Contact the communications office if you would like to issue a news release or have news media visit our schools. The Superintendent, President of the Board, or Director of Communications shall be the official spokespersons on matters pertaining to the Reeds Spring School District.

Attendance

As an employee of the Reeds Spring School District, we believe you are the best person for your position. As a role model for your students, your attendance is important. You are encouraged to make doctor and dental appointments during non-school time whenever possible. You are also encouraged to use your personal days only when necessary. Personal Days must receive prior approval from your principal or supervisor.

*Teachers are to report to duty in accordance with each buildings schedule. Each building schedule will be developed by the building principal. Full-time staff members are required to work an eight hour day. The eight hours does not include lunch.

*Employees are to notify the principal or their designee in advance of an absence, if possible, and at least one hour before school starts if the illness is sudden. Each teacher shall fulfill his/her responsibilities to the substitute, and the substitute shall perform all his/her duties according to directions formulated by the principal of each school. All teachers should have emergency lesson plans in accordance with the guidelines developed by their building principal.

* Employees shall not request personal leave for the day before or after a district holiday. There may be circumstances that create an exception to this rule, which will require their immediate supervisor's approval.

* Employees are to submit leave requests through the HR Portal after receiving approval from the principal or their designee. Leave requests should be submitted prior to the absence if possible, in all other cases requests MUST be submitted within 5 days of returning to work. Leave requests not submitted within that time frame will be entered as a personal day, which may result in docking of pay.

Note: An absence (sick or personal) which occurs when school is dismissed early (i.e. 11:30/12:45) will be considered a full day absence. *For Time Record Procedures, please refer to below Overview of Selected Board of Education Policies - Regulation 4221 - Support Staff Duties, Schedules and Working Hours.

Attendance at School-Sponsored Activities

Recognizing the inherent values for students and parents as well as the teachers, faculty members are encouraged to attend school-sponsored activities and other community activities of their choice. Attendance passes are provided to District employees for all home and conference activities.

Conduct and Dress

Since the realization of district goals is dependent upon the behavior of professional and support staff, employees are expected to dress and behave in a manner consistent with the professional status of their position and within the accepted norm of the professional work force in the community. Staff name tags should be worn every day. Staff members will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation will result in disciplinary actions up to and including termination.

Classified Staff Employment Condition

Employees not on a “teacher contract” are considered classified staff, also referred to as support staff. Support staff employees are not contractually bound and do not earn tenure. Upon start of employment, all newly-hired support staff will be subject to a 30-day probationary period and a 30-day evaluation by their immediate supervisor. A negative evaluation could result in immediate release from employment. (See R4120-Employment Procedures located in Overview of Selected Board of Education Policies section of handbook.) The employment condition also states that Reeds Spring School District and/or the employee are to give two weeks’ notice upon request to terminate their employment. Employees can be terminated with or without cause, as well as for non-performance of duties, acts determined by your supervisor to be inappropriate, defiance of school policy, criminal action, etc...

Resignations of Certificated Staff

The district encourages teachers to notify the superintendent as soon as the teacher decides not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise. A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1, or at the time a new contract is executed with the district if executed prior to June 1. A probationary teacher has a binding contract with the district once the teacher and the Board have executed a contract. Once under contract, only the Board has the authority to release the teacher from a contract. A person who wishes to be released from a signed contract shall submit a written resignation to the Board through the superintendent’s office. Release from a contract may occur only after it is determined that a suitable replacement can be found. The Board may consider serious illness, transfer of spouse and military service legitimate reasons for resignation of professional staff. However, the Board will consider each resignation on an individual basis. When the district is required to seek replacements for teachers who resign after June 1, the district incurs significant expenses in advertising and recruiting possible replacements. More importantly, the quality of education provided to district students by last minute replacements is generally below the level provided by experienced, existing teachers. Therefore, where the Board accepts resignations submitted after June 1, resigning teachers will be required to compensate the district for the costs in time, expenditures, and loss of educational value occasioned by a late resignation. Compensation for such losses will be calculated as follows:

June 2 - June 30	2% of Salary
July 1 - July 15	3% of Salary
July 15 - July 31	4% of Salary
August 1 - August 15	5% of Salary
After August 15	6% of Salary

Personnel File

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees. Personnel files are maintained at Central Office.

The file of an individual employee will be considered confidential information, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee.

Upon request, to and in the presence of the appropriate administrative official, any employee will have the right during regular working hours to inspect his/her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Items included in the personnel files:

- A valid Missouri teaching certificate
- Federal and state tax withholding statements
- Original College transcript(s) of credits
- Personnel data sheet
- Teacher evaluation reports
- Form I-9 Employment Eligibility Verification

Weather School Closings

In case of severe weather or other emergencies, which necessitate closing school early, canceling school in the early morning, or a late start, announcements will be made on all local radio and television stations. A SISK12 all-call will be extended to all employees by the Superintendent and/or Building principal to provide notification of important information or school closings.

Emergency Preparedness

The Reeds Spring School District has adopted an emergency preparedness plan. The plan is utilized to ensure student and staff safety in case of an emergency. Refer to and become familiar with the plan. Each teacher must have the Emergency Preparedness flip chart hanging in their room.

Regular practice for emergency situations provides a better chance that everyone will handle a true emergency without panic. Various drills will be conducted throughout the year. Dates of scheduled drills will be provided by the building principal or Emergency Preparedness Committee. Fire, earthquake, intruder and tornado drills will be conducted regularly. From time to time, a specialized drill or a special twist to a regular drill will be planned. A fire drill will be conducted the first week of school.

Safety Standards

The Reeds Spring School District adopted a mandatory Safety Standards Board Policy 5260 on 8/21/13, which includes a form that is required to be reviewed, signed and returned to the Director of Operations' office on an annual basis. This form will be made available to staff on the HR Employee Portal in August to read and electronically sign as acknowledgement of receipt of the information. Upon completion, acknowledgement will automatically be forwarded to and monitored by the Director of Operations' office. (For reference, P5260/F5260 is also located in the Overview of Selected Board of Education Policies/Forms section of the handbook.)

Physical Hazards Identification and Maintenance

All staff members have the responsibility to report physical hazards. This can include obstacles, playground equipment, desks, chairs, doors, etc. in need of repair and things out of their place, broken glass, etc. that might cause harm. Report such hazards to the principal and/or custodian. Any maintenance work needed in your classroom should be turned into the principal in writing.

Change of Address

For accurate and efficient operation of District programs, employees should notify the office of any changes of telephone or address for students or themselves. Personal information changes for employees must also be submitted through the HR Portal.

Electricity Conservation

All staff is expected to participate in normal electricity conservation methods, such as turning lights off when a room is not in use.

Copyright

The staff is expected to delineate, enforce and abide by the provisions of current copyright laws as they affect the School District and its employees. The Board does not sanction illegal duplication in any form. It is important to be aware that the Digital Millennium Copyright Act provides additional copyright protection for internet information. Caution should be exercised to determine if item is copyright protected prior to using items off the internet on web pages and other materials. Employees who willfully disregard the District's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility. (Please refer to Board Policy 6243).

Religion in Schools

Religious education is the responsibility of the home and church and within the District's schools shall remain the free choice of the individual, true to the American heritage and Constitution. The espousal of any particular religious denomination or faith is strictly forbidden; however, teachers may teach about religion with information being presented at an appropriate maturity level for students. No partisan political views may be espoused by any teacher or staff member; however, teachers may teach about political parties and politics as related to the governmental systems of the nation or world.

Computers and Email

Each staff member will have access to an internet wired computer. Teachers will be expected to check email regularly as email will be an integral means of communicating important information throughout the day. The computer may be used for instruction and management whenever appropriate. (See Internet Usage - Board Regulation 6320/F6320)

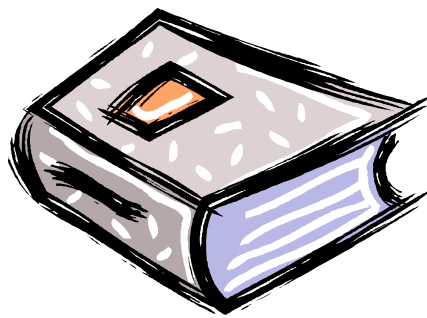
Copyright laws and district policy do not include the borrowing of software from others unless a site license has been purchased.

Teachers must have an acceptable use contract and be certified by the district to use the internet with their students. Students using the internet should be supervised at all times by the teacher.

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. Teachers should share this information with students as necessary. Network etiquette includes, but is not limited to the following:

1. Be polite. Do not send abusive, insulting, harassing, or threatening messages to others.
2. Use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. Do not reveal personal addresses, telephone numbers or addresses or telephone numbers of students, employees, or other individuals during email transmissions.
4. Do not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. Assume that all communication and information is public when transmitted via the network and may be viewed by the users. The system administrators may access and read email on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Overview of Selected Board of Education Policies



Contains excerpts and/or paraphrasing of policies
See Official Board of Education Policy for complete policies.
Policies are available online at www.wolves.k12.mo.us,
select Administration, select Board Policy.

PERSONNEL SERVICES

Regulation 4120
(Form 4120)

Employment

Employment Procedures

Certificated Staff

All staff members shall be appointed by the Board only upon recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.

The Superintendent shall assure that all persons nominated for employment meet certification requirements and the qualifications established for the particular position.

Interviewing and selection procedures shall assure that the principal or other administrator to be directly responsible for the work of the staff member has, to the extent possible, an opportunity to aid in his/her selection; however, the final selection shall be made or approved by the Superintendent.

All candidates shall be considered on the basis of their merits and qualifications and the needs of the school system. In each instance, the Superintendent and others playing a role in the selection shall seek to hire the best-qualified person for the job. No person shall on the basis of sex, race, religion, national origin, marital status, age or disability that will not impair performance be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment for recruitment, consideration, or selection, therefore, whether full-time or part-time, certificated or non-certificated, under any educational program or activity operated by the District.

To teach in the public schools of Missouri, the teacher must possess an appropriate and valid teaching certificate. The laws state specifically that the teacher must not assume that a portion of the school year can be taught before obtaining a certificate, because the certificate must be in force for the full time for which the contract is effective, beginning the first day of school. If the teacher does not already have a teacher's certificate or has not made arrangement to secure it, he/she should contact the office of the Superintendent/designee at once to make such arrangements. This certificate, along with official copies of transcripts showing all college hours and degrees must be kept on file with this office. If the certificate, or letter of intent, from the State Department is not on file, no salary payments will be made.

Support Staff

Letters of employment for support staff are issued as soon as feasible after salary schedule and terms have been approved by the Board. Since full-time employees begin their year on July 1, target date for issuance of letters of employment is as close to the beginning of the fiscal year as possible.

The work year for support staff personnel will be set by the Board, based on classification and responsibilities. Upon start of employment, all newly-hired support staff will be subject to a 30-day probationary period and a 30-day evaluation by their immediate supervisor. A negative evaluation could result in immediate release from employment.

Support staff employees will be paid based on a Board-approved salary schedule.

Immigration Reform and Control Act

The federal Immigration Reform and Control Act requires all employers to hire only American citizens and aliens who are authorized to work in the United States in order to preserve jobs for those who are legally entitled to them. The District will implement the following procedures to assure compliance with the law:

1. Any employee hired after November 6, 1986, will complete an Eligibility Verification Form (Form I-9), and will produce documents that will establish his/her identity and eligibility to work. (Form I-9 contains a list of documents that will fulfill this requirement.)
2. The District will retain an individual's Form I-9 for three years after the date of hire or one year after the individual is terminated, whichever is later.
3. The form may be reviewed by the Department of Homeland Security (DHS) and potentially by other federal agencies. In order to minimize potential intrusion, Eligibility Verification Forms will be maintained separately from the employee's personnel files as stipulated in Policy 4860.

For further information concerning the procedures surrounding the Form I-9 or the District's obligations under the Act, consult the District office responsible for personnel matters.

Missouri Automated Criminal History Site (MACHS)

Applicants whose fingerprints have been taken as part of the MACHS criminal record check, as required by the District, are entitled to the following rights:

1. Notification that the applicant's fingerprints will be used to check the criminal history records of the FBI.
2. If the applicant is determined to have a criminal record, he/she will be provided with an opportunity to challenge the report.
3. Applicants determined to have a criminal history record will be advised of the procedure for obtaining a change, correction or update within Title 28 Code of Federal Regulation.
4. If the applicant has a criminal record history, the applicant will be given a reasonable amount of time to correct the record before employment is denied because of the criminal history.

INSTRUCTIONAL SERVICES

Regulation 6320
(Form 6320)

Library, Media, and Technology Services

Internet Usage

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Implemented: 7/1/06
M Revised: 9/19/12
M Revised: 8/21/13

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

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

Internet Access

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

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

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

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

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

Privileges

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

Network Etiquette and Privacy

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

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

Services

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

Security

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

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

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

Vandalism of the Electronic Network or Technology System

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

Consequences

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

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

Reeds Spring R-IV School District

Staff Internet Acceptable Use Agreement

To gain access to the Internet through the District's computer system, all students grade K-12 and all Reeds Spring R-IV School District staff must sign and submit this Internet Acceptable Use Agreement. All students under the age of 18 must also obtain the signature of a parent or legal guardian. Please return this agreement to your child's school office. An Internet Acceptable Use Agreement should be signed each school year. The agreement will be kept on file in the school office.

I hereby consent to the attached conditions and rules of use. I understand that violation of the conditions and rules of use will be grounds for termination of Internet and/or network privileges and possible disciplinary actions as defined in the Board of Education Regulation 6320. I understand that the Internet contains material that is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people. I understand that it is impossible for the District to prevent access to such material. I hereby waive any cause of action whatsoever against the District, its Board of Education, officers, administrators, teachers, employees, agents and volunteers which may accrue by reason of my access to the Internet. I release said parties from any liability whatsoever that may arise by reason of my access to the Internet.

Staff Signature

Date

****This form is now completed electronically on HR Portal and automatically recorded in Director of Operations' office. ****

INSTRUCTIONAL SERVICES

Policy 6243

Instruction

Copyrighted Materials

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. The District will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the District's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Any materials produced by an employee (or employees) during the time he/she is paid for production of said materials shall be owned by the School District, and any civil rights of authorship are forfeited with payment by the District for production of materials.

Absences, Leave and Vacation

Personnel Leave

Paid Sick Leave

Sick leave may only be used for illness of the staff member or the staff member's immediate family. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. The Superintendent/designee may request a physician's statement regarding an absence and/or verification that the employee may return to work.

Personal Leave

Paid personal leave days may only be used for personal business that cannot be transacted in nonwork hours. Personal leave days cannot be used for work stoppages. Employees desiring to use personal days must schedule a request to the faculty principal at least one week in advance. The Superintendent/designee has the right to deny any request for personal leave that does not conform to policy or would cause a hardship to students or staff. Employees will be provided with two (2) days of personal leave per year, which shall be non-cumulative. Unused personal leave is converted to sick leave at the end of the fiscal year.

Bereavement Leave

A maximum of five (5) days may be used in any school year for bereavement purposes. Additional days will be charged to personal leave and if insufficient personal leave is available, to sick leave. Bereavement leave is available only upon the death of a member of the employee's immediate family, as is defined in the sick leave regulation, as well as mother-in-law, father-in-law, brother-in-law, and sister-in-law. Bereavement leave is not accumulative.

Leave for Jury Duty

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay after providing proof of service for jury duty. Employees called for jury selection or service on a jury will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service.

Military Leave

An employee who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave.

Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the official orders must be added to the leave application. The Superintendent/designee must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.

The District recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report for duty, the Superintendent/designee may request that the employee seek a change in military orders if such a change appears to be in the best interest of the District.

Military leave shall be without pay, except as required by federal and state law.

Each employee shall furnish a copy of the employee's military payroll voucher to the Superintendent/designee within thirty (30) days of the employee's return to regular assignment so that the necessary salary adjustments can be made.

Employee eligibility for reinstatement after military duty is completed shall be determined in accordance with federal and state laws.

Vacation

Those employees that are contracted for **twelve months** are entitled to vacation leave as follows:

Classified Staff:

Classified staff will receive two weeks vacation upon completion of one full year of employment. The two weeks will be given in accordance with the fiscal year. If the classified staff employee *one year of employment* does not coincide with the fiscal year, the vacation will be prorated until the new fiscal year starts. If a classified staff employee moves to a 12 month contract, the employee will receive two weeks vacation at the start of the fiscal year, provided that they have worked at least one year for the district.

Twelve-month classified employees will accrue an additional week of vacation upon completion of ten (10) consecutive years of employment in the school district.

Certified Staff:

Certified staff members employed for 12 months will be given two weeks of vacation at the start of the fiscal year.

Vacations shall be taken at a time appropriate for the department and in agreement with the supervisor. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation. Vacation days must be used in the fiscal year in which they were earned. One week of vacation is equal to five (5) days.

A district employee may not use vacation days during the period the employee receives Workers' Compensation of the time lost to work-related incidents.

Holidays

New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving days (Thursday and Friday), Christmas Eve, Christmas Day, New Year's Eve.

Leave of Absence

Upon the recommendation of the Superintendent/designee and the approval of the Board, an employee of the District may be granted a leave of absence for non-Family and Medical Leave Act (FMLA) child care, education, or other good cause. Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent/designee via Principal/supervisor and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1 of the preceding year.

If leave is approved by the Board, the employee is not paid for the period of the leave. Insurance benefits may be continued by the employee [if said employee qualifies for COBRA](#).

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

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

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

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

Excessive Absences

Employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or superintendent, or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

- Is for a reason not granted as paid or protected leave under Board policy.
- Exceeds the number of days allotted by the Board for that particular leave.
- Is for a reason authorized by Board policy but exceeds five (5) days a month, 20 days in a semester or 40 days per school year.

The employee's salary will be docked if an absence or tardiness occurs for a reason not granted as paid leave under Board policy, or if it exceeds the number of days the employee has been granted under a designated leave, even if the absence or tardiness is authorized by the Board or the superintendent.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law.

The district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

PERSONNEL SERVICES

Regulation 4540

Compensation

Group Insurance Benefits

The insurance program for all school personnel who are eligible shall be determined by the annual school budget as first approved by the Board of Education.

There may be years in which the amount determined by the Board to be set aside for personnel insurance benefit will not equal the total amount required by the coverage carrier. The employee must pay the difference or elect not to participate in the program; election not to participate must be approved by the Board.

If the employee elects not to take the Board benefit, the Board is not obligated to reimburse the employee an equal amount of the benefit not taken.

The final date for notification of participation in the health benefit by the employee is the date set by the insurance company.

Group insurance benefits are made available to full-time personnel, as defined by the District and/or the insurance provider.

Employee Wellness Incentive Program

Effective July 1, 2015, the Reeds Spring School District approved a new Wellness incentive plan. For the 2018-19 school year, the District will pay \$380.00 of eligible employee's medical insurance. However, the Board has further agreed to the following: Because of recommended preventative measures that reduce the total cost of health insurance costs, any employee who participates in the District's Wellness Incentive Program can receive an additional 20% by participating in a Health Risk Assessment (HRA). Participants in the HRA will receive a \$456 board paid benefit for medical insurance.

The HRA assessments will be provided by the School District in conjunction with the current health insurance provider or independent wellness company prior to or at the beginning of the current school year. An employee may be allowed to participate in a Health Risk Assessment (HRA) outside the school district. The assessment must be conducted after July 1 of each calendar year. Assessment results from an approved, certified physician must be provided to the current insurance provider or the School District's Administrative Offices by October 1st of the current school year. The proper forms can be obtained in the District's Central Office.

Implemented: 7/1/06
D Revised: 3/28/12
D Revised: 4/15/15
D Revised: 8/1/17
D Revised: 4/18/18

All employees must sign an agreement form indicating whether or not they plan to participate in the Wellness Incentive Program's Health Risk Assessment. If an employee elects not to participate in an HRA or does not provide assessment results by October 1 of the current school year, he/she will be required to pay the additional 20% of his/her health insurance benefit for the next 12 months, and said 20% will be deducted from the employee's check on a monthly basis.

PERSONNEL SERVICES

Policy 4321
(Regulation 4321)
(Form 4321)

Absences, Leave and Vacation

Family and Medical Leave

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with service members' service in the Armed Forces. 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 (up to 26 work weeks for covered events related to those serving in the Armed Forces). 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.

PERSONNEL SERVICES

Regulation 4321
(Form 4321)

Absences, Leave and Vacation

Family and Medical Leave

A. ELIGIBLE EMPLOYEES

Employees eligible for family and medical leave must:

1. Have been employed for a total of at least twelve (12) months (not necessarily consecutive); and
2. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave (for noninstructional staff and part-time instructional staff), or have been considered full-time (for instructional employees); and
3. Be employed at a work-site where the employer employs at least fifty (50) employees within a 75-mile radius.

All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining the employee's eligibility for FMLA leave.

B. QUALIFYING REASONS FOR LEAVE

An eligible employee may take unpaid leave for the following reasons:

1. The birth of the employee's child (leave must be concluded within one (1) year of the date of birth).
2. The placement of a child with the employee for adoption, or foster care when foster placement is pursuant to State action (leave must be concluded within one (1) year of the date of placement).
3. The care of the employee's child (including biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and is incapable of self-care because of mental or physical disability), spouse or parent (including a person who stood in loco parentis to the employee when the employee was a child -- but not parent "in-law"), who has a serious health condition.
4. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position.

5. Any qualifying exigency arising out of the fact the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to active duty) requiring deployment to a foreign country in support of a contingency operation. Such leave may include Rest and Recuperation leave up to a maximum of fifteen (15) calendar days.
6. Any qualifying exigency arising out of a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
7. The care for a covered servicemember with a serious injury or illness, if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

C. DEFINITIONS

1. Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves the following:

a. **Inpatient Care:** Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care.

b. **Continuing Treatment:** Continuing treatment by a health care provider, including the following:

i. *Incapacity and Treatment:* A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:

1. Treatment two or more times, within 30 days of the first day of incapacity, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under order of, or on referral by, a health care provider; or

2. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of a health care provider. The in-person treatment visit must take place within seven days of the first day of incapacity.

ii. *Pregnancy or Prenatal Care:* Any period of incapacity due to pregnancy, or for prenatal care (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence);

iii. *Chronic Conditions:* Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence). A chronic serious health condition is one which:

1. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
2. Continues over an extended period of time (including recurring episodes of a single underlying condition);
3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

iv. *Permanent or Long-Term Conditions:* A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

v. *Multiple Treatments:* Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

c. **Exceptions:** Unless complications develop, a Serious Health Condition **does not** include cosmetic treatments, such as most treatments for acne or plastic surgery, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc. Treatment for substance abuse by a health care provider or on referral by a health care provider may be a serious health condition if the conditions of this policy are met. Absence due to use of the substance, rather than for treatment, does not qualify for FMLA leave.

d. **Current Servicemember:** A serious injury or illness for a current servicemember includes any illness or injury that existed before the beginning of the member's active duty and which was aggravated by service in the line of duty on active duty in the Armed Forces.

e. **Covered Veteran:** A serious injury or illness is one that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran and is:

- i. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- ii. A physical or mental condition for which the covered veteran has received a VA Service Rated Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or
- iii. A physical or mental condition that substantially impairs the veteran's ability to secure or follow substantially gainful occupation by reason of a disability or disabilities related to military service or would so absent treatment; or
- iv. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

2. Treatment - examinations to determine if a serious health condition exists and evaluations of the condition. "Treatment" does not include routine physical, eye, or dental examinations.

3. Health Care Provider - includes doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for limited purposes), nurse practitioners, nurse-midwives, clinical social workers, so long as they are licensed (if required by state law) and are performing within the scope of their practice as defined under state law; Christian Science practitioners listed with the First Church of Christ, Scientist, Boston, Massachusetts; any health care provider from whom an employer or a group health plan's benefit manager will accept certification to substantiate a claim for benefits; a health care provider as defined above who practices in a country other than the United States and is licensed in accordance with the laws of that country.

4. Regimen of continuing treatment - A course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. A "regimen of continuing treatment" that includes the taking of over-the-counter medications such as aspirins, antihistamines, or salves, or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

5. Qualifying Exigency – One of the following activities or conditions, occurring while the employee's spouse, son, daughter, or parent is on active duty in a foreign country or call to active duty status in the National Guard or Reserves:

- a. Short-notice deployment - notice is received seven days or less from date of deployment;
- b. Military events and related activities;
- c. Childcare and school activities - arranging for alternatives or changed circumstances;
- d. Financial and legal arrangements;
- e. Counseling;
- f. Rest and recuperation (15 days maximum);
- g. Post-deployment activities; and
- h. Additional activities agreed upon by the employer and employee.

6. Covered Servicemembers - Any **current** member of the Armed Forces, including the National Guard or Reserves, and any covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

7. Covered Veteran - An individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

8. Instructional employee - A person employed principally in an instructional capacity, whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aids who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

D. LENGTH OF LEAVE

1. General Rule: An eligible employee is entitled to up to twelve (12) workweeks of unpaid leave within a twelve-month period without loss of seniority or benefits. When both spouses in a family work for the District, they will be entitled to a total of twelve (12) weeks of unpaid leave (rather than 12 weeks each) for the birth, adoption, or foster placement of a child, or to care for a parent with a serious health condition.

- The amount of leave available to an employee at any given time will be calculated by using a “rolling” 12 month period measured backward from the date an employee uses any FMLA leave.
- All leave taken under the policy and leave for any other reason that would qualify under FMLA (e.g., worker's compensation leave that qualifies as a serious health condition), will be counted against the employee's leave entitlement under FMLA. Employees will be required to run all FMLA leave concurrently with other leaves available to the employee.

- When an employee is not required to report for work for one or more weeks (e.g., instructional employees who do not report for work during Christmas/New Year holiday, or during the summer), such days will not count against the employee's FMLA leave.

2. Care of Covered Servicemembers Leave: An eligible employee is entitled to 26 workweeks of leave to care for a covered servicemember with a serious injury or illness during a single twelve-month period, which begins on the first day the eligible employee requests this type of FMLA leave. The employee may take leave to care for a covered servicemember and leave for one of the other FMLA-qualifying reasons; however, in no event may an employee take more than 26 weeks of leave in a single twelve-month period.

3. Instructional Employees - End of Term Exceptions:

a. If an instructional employee seeks leave for any purpose, including the employee's own serious health condition, of at least three (3) weeks in duration and the requested leave would begin more than five (5) weeks prior to the end of the academic term (school semester), the District may require the employee to continue taking leave until the end of the school term, if the instructional staff member's return to employment would otherwise occur during the three (3) week period before the end of such term.

b. If the instructional employee seeks leave for any purpose other than the employee's own serious health condition, less than five (5) weeks prior to the end of the academic term, the District may require the staff member to continue taking leave to the end of the term, if the leave is greater than two (2) weeks in duration and the return to employment would occur within two (2) weeks prior to the end of the term.

c. If the instructional employee takes leave for any purpose other than the employee's own serious health condition, within three (3) weeks prior to the end of the term, and duration of the leave is greater than five (5) days, the District may require the staff member to continue the leave until the end of the term.

- When an employee is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement.

E. COORDINATION WITH EXISTING LEAVE POLICIES

During a leave related to the employee's serious health condition, the employee's paid sick or personal leave will be counted against annual FMLA entitlement.

During a family or medical leave provided under this regulation for all other FMLA-qualifying leave, an employee shall first exhaust all unused vacation or personal days before continuing such leave on an unpaid basis.

At the conclusion of any FMLA leave, an employee may elect to extend leave pursuant to the provision of other Board policies and regulations governing extended leave, so long as the employee is eligible for extended leave under such other policy or regulation. The amount of time taken for FMLA leave will be deducted from the period of leave available under other extended leave policies. Once the FMLA portion of the employee's leave has ended, and the employee has elected to continue on leave pursuant to another Board policy or regulation, the remaining portion of the leave will be governed by the provisions of the other policy or regulation with respect to compensation, benefits, reinstatement, and all other terms and conditions of employment as set forth in the other policy or regulation.

F. CERTIFICATION

The District shall retain the right to request a certification of the FMLA-qualifying need for leave from any employee making such a request. The procedure for providing such certification shall be as follows:

1. **Serious Health Condition** – When an employee requests a leave of absence for a FMLA-qualifying reason, the employee must submit to the Superintendent/designee, a written medical certification form (available in the Superintendent/designee's office). When the leave is for the employee's own serious health condition and District provides a list of the employee's essential job functions, the employee's health care provider must certify the employee is unable to perform an essential function of the employee's job.

a. **Timing** – Upon receipt from the District, an employee has fifteen calendar days to return a complete and sufficient certification of the serious health condition. If the certification is incomplete or insufficient, as determined by the Superintendent/designee, the District shall state in writing the nature of the deficiency and grant the employee seven additional calendar days to provide the District with a complete and sufficient certification. Failure to provide such certification within the specified time period may result in denial or delay of leave.

b. **Who May Contact Health Care Provider** – In the event the District determines an employee's certification remains either incomplete or insufficient, after the employee has been notified of any deficiencies and been granted time to correct such deficiencies, the following individuals will be authorized to contact the employee's health care provider:

- i. The District's own health care provider;
- ii. Human resources professional;
- iii. Leave administrator; or
- iv. Administration official.

Under no circumstances will the employee's direct supervisor be permitted to contact the employee's health care provider to certify the employee's health condition. Should an employee deny the District the ability to communicate with the health care provider regarding an incomplete or insufficient certification, the employee will be denied FMLA leave.

c. **Second/Third Opinion** - The District reserves the right to require an employee receive a second (and possibly a third) opinion from another health care provider (at the District's expense) certifying the serious health condition of the employee or family member. Further, second and third opinions may be required for military caregiver leave certifications that are completed by health care providers, as defined in Section 825.125 of the FMLA, who are not affiliated with DOD, VA or TRICARE.

d. **Fitness for Duty** - Before returning to work, an employee who is on leave for the employee's own serious health condition, must submit to the Superintendent/designee a health care provider's written certification form that the employee is able to perform the essential functions of the employee's job. The process for verifying the employee's fitness to return to duty shall be the same as for the initial certification set out above. Failure to provide a complete and sufficient fitness for duty certification may result in the delay or denial of job restoration.

e. **Recertification** - During the employee's leave, the District may periodically seek a recertification, no less than once every thirty days, unless the duration of the leave is known to be longer, in which case the District will not seek recertification until the end of the known duration of FMLA leave. The general rule has three exceptions, which permit the District to immediately seek a recertification from the employee. These exceptions include the following: 1) the employee requests a leave extension; 2) the circumstances necessitating leave change; or 3) the District received information disputing the validity of an earlier certification.

f. **Intent to Return to Work** – The District may require an employee to periodically report on the employee's intent to return to work.

g. **Family Relationship** - Employees requesting FMLA-qualifying leave related to a family member may be requested to provide reasonable documentation of the family relationship.

2. **Qualifying Exigency** – The District may require an employee to provide it with a copy of the covered military member's active duty orders in support of a contingency operation, prior to permitting FMLA leave for a qualifying exigency. The District may also require the employee to certify, with reference to appropriate facts, that the reason for taking FMLA leave is permissible as it is one of the eight enumerated basis for taking qualifying exigency leave, as stated above. The process for any such certification shall adhere to the procedure outlined for serious health conditions, listed above. For Rest and Recuperation leave, the District may require a copy of the military member's Rest and Relaxation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

3. Care for Covered Servicemembers – The District may require certification completed by the covered servicemember’s health care provider prior to permitting an employee to use FMLA for the care of a covered servicemember. In addition to certifying the authenticity of the covered servicemember’s serious injury or illness, any certification must also identify the injury or illness as occurring in the line of duty while on active duty. The process for any such certification shall adhere to the procedure outlined for serious health conditions, listed above.

4. Care for Military Caregiver – The District may require a Certification of Military Caregiver Leave, to be completed by a Department of Defense (DOD) health care provider, a U.S. Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private health care provider, a DOD non-network TRICARE authorized health care provider or a health care provider, as defined in Section 825.125 of the FMLA who are not affiliated with DOD, VA or TRICARE. If the District requests certification, an employee may submit documentation of enrollment in the VA Program of Comprehensive Assistance for Family Caregivers as sufficient certification of the covered veteran’s serious injury or illness. The documentation will be deemed sufficient even if the employee is not the named caregiver on the document. However, if the employee submits the documentation of the servicemember’s enrollment in the VA Program of Comprehensive Assistance for Family Caregivers, the District may require the employee to provide additional information, such as confirmation of the familial relationship to the enrolled servicemember or documentation of the veteran’s discharge date and status.

5. Possibility of Waiver of Certification – The District, at its sole discretion, may waive the certification requirements set forth in this Regulation, as the circumstances of each FMLA-leave request may permit. Under no circumstances shall the District’s exercise of its discretion be interpreted or construed as a permanent waiver of the certification requirements, but such requirements shall remain in full force and effect unless and until the District specifically modifies or eliminates this Regulation.

G. INTERMITTENT OR REDUCED LEAVE

1. Birth or Placement - Leave taken under this policy for the birth of a child, the placement of a child for adoption or foster care, or to care for such child may be taken on an intermittent or reduced work schedule only with the approval of the Board of Education.

2. Non-Instructional Employees – FMLA leave, other than birth or placement of a child, may be taken on an intermittent or reduced-schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced-schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider, that the intermittent or reduced-schedule leave is medically necessary.

- The District may require an employee taking intermittent or reduced-schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring periods of leave.

- Whenever the need for the FMLA leave is reasonably foreseeable, the employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations.

3. Instructional Employees - Leave taken because of the employee or family member's serious health condition may be taken on an intermittent or reduced-schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced-schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider that the intermittent or reduced-schedule leave is medically necessary.

If an instructional employee requests intermittent leave to care for a family member or the employee's own serious health condition that is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty (20) percent of the total number of working days over the period of the leave, the District may require the employee to:

1. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
2. Transfer temporarily to an available position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

The employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations. The District will not require the employee to take more leave than is necessary to address the circumstances that precipitated the need for the leave, and will calculate time lost in the same method used to calculate other types of absences, at an increment of no more than one hour.

H. INSURANCE PREMIUMS

During an employee's family or medical leave of absence, the District will continue to provide health, life, vision, and dental insurance coverage for employees who are eligible for insurance benefits. Voluntary deductions (employee contributions) for (dependent) insurance for health/life/vision/dental (and employee disability and/or supplemental life insurance) must be paid in full each month and received by the twenty-fifth (25th) day of the month. Payments are to be submitted to the insurance office. Failure to make payments in a timely manner while on FMLA leave may result in the loss of any and all insurance coverage provided by the District to its employees. Employees should contact the District administrator responsible for coordinating insurance benefits regarding specific arrangements for making the required payments.

I. JOB RESTORATION

Upon return from FMLA-qualifying leave in accordance with this Regulation, the employee will be returned to the same or an equivalent position with no loss in benefits that accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave may be subject to termination.

If an employee fails to return to work after the termination of the leave period, the District may recover health insurance premiums paid under the group plan during the leave period, except in certain circumstances (e.g., continuing serious health condition of employee or family member needing care, or other circumstances beyond control of employee). The District may recover any other insurance premiums (e.g., premiums for supplemental life insurance or for dependent coverage), submitted on behalf of the employee, for which the District has not been reimbursed, either upon the employee's return to work or the employee's failure to return after unpaid family or medical leave has ended.

J. NOTIFICATION

1. District Notification Procedure – The District shall provide its employees with notice of their rights and responsibilities under the FMLA through use of the following Notices:

- a. **General Notice** – A poster summarizing the FMLA entitlements shall be placed in an area accessible for employees and shall also be provided to each employee in the employee handbook.
- b. **Eligibility Notice** – This Notice shall state whether the employee qualifies to take FMLA leave.
- c. **Rights and Responsibilities Notice** – This Notice, issued in conjunction with the Eligibility Notice, will specify if a certification will be required from the employee, identify if paid leave will run together with the FMLA leave, address the procedure for making health insurance payments, the consequences of failing to make timely payments, and the employee's liability for repayment of health insurance premiums if the employee fails to return to work at the expiration of their FMLA leave. Finally, this Notice will explain the employee's right to return to the same or an equivalent job at the expiration of their FMLA leave. Both the Eligibility and Rights and Responsibilities Notices will be provided to all employees within five business days of when the District becomes aware of a potential FMLA situation.
- d. **Designation Notice** – Within five business days of the District's receipt of sufficient information from the employee to make a determination, the District shall provide the employee with the Designation Notice, which shall inform the employee if the leave shall be designated as FMLA leave. This Notice will designate the amount of leave counted against the employee's entitlement, specify

if the FMLA leave will run concurrently with any accrued paid leave, and notify the employee if a fitness-for-duty exam will be required prior to returning to work.

2. Employee Notification Requirements – Absent unusual circumstances, all employees seeking FMLA leave must follow the District’s customary call-in procedure for reporting absences. An employee who can reasonably foresee the need to take FMLA leave is required to notify the District of the date of commencement and the expected duration of the leave at least thirty days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. When the need for leave is foreseeable, an employee's failure to provide thirty days notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed application for leave form (forms available in the Superintendent's office) to the Superintendent/designee. An employee’s failure to follow the District’s call-in procedure is grounds for the delay or denial of the employee’s FMLA leave request.

K. ADDITIONAL FMLA INFORMATION

The foregoing regulation represents compliance with the provisions of the Family and Medical Leave Act of 1993 and its revised regulations. Any employee desiring additional information or explanation of the rules and regulations of the Act, should review the District’s General Notice Poster or arrange a conference with the Superintendent/designee.

PERSONNEL SERVICES

Policy 4121

Employment

Notice of Public Service Loan Forgiveness Program (PSLF)

The District will provide all new employees, within ten (10) days of beginning service with the District, with current, accurate and complete information about their eligibility for public service loan forgiveness (PSLF). This same information concerning eligibility for participation in the PSLF Program will be provided to all current employees who are employed by the District on June 30, 2017.

PERSONNEL SERVICES

Regulation 4221
(Form 4221)

Personnel Assignments and Transfer

Support Staff Duties, Schedules and Working Hours

The working hours for support staff will be set by the Board of Education based on classification and responsibilities. Employees must clock-in or clock-out within 3 to 5 minutes of their **scheduled** start time and adhere to the scheduled work day and work week. Any deviations need to be approved by an immediate supervisor.

Support staff will be required to take a minimum lunch break of 25 minutes, unless specifically modified by their immediate supervisor. Personnel shall not be permitted to trade lunch or break time in order to depart early.

Time Record Procedures:

All non-exempt employees shall submit a time record as a claim for payment of salary. At this time, the District has an electronic time keeping system. In the event the system should be down or the employee is unable to use the system, a "Time Record Adjustment" form should be completed and promptly turned in to the employee's supervisor. All non-exempt employees are required to clock in and out using the district's time-keeping system. In addition, all employees must take a minimum 25-minute lunch period. Employees should take their lunch period away from their desk or work area. Within each fiscal school year (July 1-June 30), failure to follow the above-mentioned requirements without approval from a direct supervisor will result in the following action(s):

1. First offense – Verbal warning
2. Second offense – Verbal warning
3. Third offense – Written reprimand
4. Fourth offense – Written reprimand
5. Fifth offense – Written reprimand
6. Sixth offense – Termination

It is the responsibility of each individual employee that a complete and accurate record of time be submitted to their supervisor monthly. Falsification of a time record provided is considered gross misconduct.

Supervisors are responsible for authorizing time records and should make every effort to ensure that they are checked accurately prior to authorizing and forwarding to the Payroll Department.

Overtime/Compensatory Time

Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor.

Individuals who work more than forty (40) hours during any work week will be awarded compensatory time off ("comp time") or paid overtime. Comp time or overtime pay will be awarded at the rate of one and one-half (1½) hours for each hour of overtime worked.

1. Comp time may be accrued up to 120 hours (80 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half (1½) times the individual's normal hourly rate of pay.
2. Every effort will be made to permit the use of comp time at the earliest time mutually agreed upon by the individual and his/her supervisor. However, where the individual's absence would unduly disrupt the District's operations, the District retains the right to postpone comp time usage.
3. Individuals who accrue comp time from July 1 - June 30, but do not use the time, will be paid any unused comp time as of June 30. Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at their final hourly rate of pay.

In the event a supervisor wishes to arrange mutually agreeable exchange of a work day, i.e., a weekend, or work on a holiday period day, such an arrangement must be reported to the Superintendent/designee stating:

1. Dates involved
2. Reason
3. Exchange date(s) for compensatory time

Such exchanges are to be done at the earliest time possible, preferably by the next week, and are to be recorded appropriately on the attendance report.

Compensatory time or overtime pay is not authorized unless approved in advance (except for emergency situations) by the Superintendent/designee upon recommendation of the employee's immediate supervisor. Employees who violate the overtime provision will be subject to disciplinary action.

Emergency Closing Days

In the event the schools, or at times a school, are closed due to snow, inclement weather, or for any other emergency reason, designated employees will report to work as per the established District procedure.

Personnel Assignment and Transfer

Compensatory Time Off Agreement

COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the School District has a policy of granting nonexempt employees compensatory time off in lieu of compensation for hours worked in excess of forty (40) hours per workweek. I understand and agree that the School District may elect to give me compensatory time at the rate of one and one-half (1 1/2) hours for all hours worked in excess of forty (40) hours per workweek. I also understand that the compensatory time may be limited, used or paid out consistent with the provisions of the School District's policy, applicable law and regulations of the U.S. Department of Labor. I also understand that I have the right to use the accumulated compensatory time within a reasonable time provided that I submit a request to my immediate supervisor in a timely manner, and further provided that the use of compensatory time during the requested period will not unduly disrupt academic instruction and/or the provision of academic services in the School District.

Name of Employee

Employee's Signature

Date

PERSONNEL SERVICES

Policy 4410

Professional Activities, Training and Professional Growth

General Professional Development

The Board encourages all employees to be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for all students.

It is the policy of the Board of Education that a program of in-service training be established to provide an opportunity for the continuous professional and technical growth for all employees. The in-service training program for each year will be outlined in the proposed budget for that year with estimated costs to be approved by the Board of Education.

As a result of the operation of this policy, employees will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership that will assist each employee to make a maximum contribution to the District's effort to provide quality educational programs and services for all students.

In order for certificated employees to move on the salary schedule, they will be required to complete 6 hours of documented technology instruction training.

PERSONNEL SERVICES

Policy 4440
(Regulation 4440)

Professional Activities, Training and Professional Grants

Mentoring

The District's mentoring goal is to facilitate the growth and development of new educators by pairing them with experienced veteran educators. Through the effort of both the mentor and the mentee, the mentee shall draw upon the experience and knowledge of the veteran mentor to enhance their own professional skills and enhance student learning. It is vital to the success of our students that new educators become integrated, through the mentoring program, into the school's culture and are given the opportunity to better themselves with the assistance of one of their veteran peers.

Through the mentoring program the Board hopes to not only create a stronger learning community but also a community where the strong professional and personal bonds between the educators in the District provide students and employees the best possible working and learning environment.

Professional Activities, Training and Professional Grants

Mentoring

District mentoring guidelines are as follows:

- I. The mentor will introduce and help to integrate the mentee into the culture of the school, the district, and the community by:**
 - a. Instructing the mentee on the District's policies, procedures, CSIP, and goals.
 - b. Communicating the social environment of the surrounding community.
 - c. Familiarizing the mentee with local, district, and national organizations that are active within the school environment.
 - d. Discussing any classroom issue the mentee may have; such as how the school handles race, gender, or disability issues.
 - e. Providing ongoing assistance with data analysis, assessment procedures/practices.
 - f. Discussing any district initiatives or parental concerns the mentee would find helpful to know about.
 - g. If necessary, explaining district acronyms.

- II. The mentoring program will provide a systematic and ongoing program review/evaluation by all stakeholders:**
 - a. The program will identify all stakeholders.
 - b. The program will identify desired mentoring outcomes, timelines for those outcomes, and how the desired outcomes will be measured.
 - c. The program will include a systematic and continuous system for gathering feedback on the mentoring program from mentors, mentees and administrators. (One possible method of gathering data would be through pre and post surveys of mentors and mentees, etc.).
 - d. The program will be based on a foundation of best teaching and student learning practices.
 - e. The program will require independent/anonymous exit interviews, so clear reasons for staff departure can be determined.
 - f. The program will be supported by central office and school board trend data.
 - g. The program will be included in broader Professional Development program evaluations.

III. The mentoring program will include an individualized plan for beginning educators that aligns with the district's goals and needs and:

- a. The individualized plan will be aligned with the District's Teacher/Educator Evaluation standards.
- b. The individualized plan will be a systematic and concise mentoring and professional development plan that prioritizes the immediate and future needs of the new educator.
- c. The individualized plan will align with all the district's CSIP and certification requirements.
- d. The individualized plan will establish outcomes for new educators.
- e. The individualized plan will be an extension or part of a professional development plan that may have begun during student teaching/internship or culminating project in college.
- f. The individualized plan will establish classroom or on the job observations that are guided by and contain a checklist of best practices observed by the mentor.
- g. The individualized plan will encourage structured experiences and expectations for all new educators.

IV. The mentoring program will have appropriate criteria for selecting the mentors that will operate within the program:

- a. The mentor will have a minimum of three years of teaching experience.
- b. The mentor will be committed to optimizing student learning.
- c. The mentor will show enthusiasm and a commitment to the education profession.
- d. The mentor will have a commitment to self-growth and a commitment to the growth of any future mentee.
- e. The mentor will hold the same or similar position in respect to the grade and subject area of the mentee.
- f. The mentor/mentee will have the ability to use mechanisms that will be in place to end the pairing if either the mentor or mentee is not satisfied.
- g. The mentor will have an understanding of both broad educational issues and specific teaching/learning issues.
- h. The mentor will have a strong understanding of pedagogy, instructional expertise and relevant administrative issues.
- i. The mentor will be made available, through release time or some other mechanisms, to mentor their assigned mentee.
- j. The mentor will be assigned by the building principals with input from the grade level or department level chair person.
- k. The mentor shall be supported in time and effort by the administration and the school board.

V. The mentor program will provide comprehensive mentor training to all mentors:

- a. The mentor training program will teach the prospective mentors that the mentoring process is not an evaluation and that confidentiality is required between mentor and mentee (unless it is a situation involving child endangerment).
- b. The mentor training program will include cognitive coaching and collaborative training skills.
- c. The mentor training program will include observation and feedback on the training and skills of the mentors.
- d. The mentor training program will provide the mentors with an awareness of the phases of first-year educators (stress, depression, etc.).
- e. The mentor training program will provide mentors with a catalog of the resources that are available to beginning educators.
- f. The mentor training program will teach mentors the need to recognize the need for knowledge and strategies in regards to classroom management.
- g. The mentor training program will provide for formation of mentoring consortia.
- h. The mentor training program will teach mentors to focus on exemplary teaching and assessment practices.
- i. The mentor training program will teach mentors to build working strategies that encourage problem solving and independent thinking.
- j. The mentor training program will teach mentors the importance of student assessments and how these assessments may be utilized to guide future classroom instruction.
- k. The mentor training program will instruct the mentors on the importance of including a self-assessment that identifies whether mentoring is meeting both the mentor's and the mentee's expectations.
- l. The mentor training program will stress the importance of student learning.

VI. During the mentoring program mentors will be given sufficient time to observe the beginning educators and for the beginning educators to observe master educators. The times of the observations should be structured in a way that limits that amount of time a substitute teacher is required while still allowing multiple opportunities for the observations. These results may be achieved by:

- a. Aligning class schedules and planning periods in a way that allows for the completion of mentoring duties.
- b. Utilizing state and local professional development funds, or stipends to support the mentor's additional duties.

- c. Providing release time for at least three observations and meetings between the mentor and the mentee.
- d. Encouraging colleges to support mentors and mentees, using online classes, having personal visits and/or using a beginning educators' assistance program.

Mentor Assignments/Program Delivery

Mentors will be allowed a sufficient amount of time to observe the teaching of the mentee. These observations should be accomplished via release time and schedule coordination. Additionally, when executing the mentoring program the following elements should be met:

1. That every new educator participates in a mentoring program approved and provided by the district for a minimum of two years.
2. That the program should provide the new educator with an introduction to District students, community, district, school, and classroom in a way that is systematic, ongoing and individualized.
3. The program will have classroom visits with pre- and post-conferences and allow time for mentor/mentee activities and meetings.

Program Accountability

All mentor programs will have systematic and ongoing program review and evaluation by all stakeholders that identifies mentoring outcomes and their measurements, gathers feedback from stakeholders, and includes anonymous exit interviews.

Separation

Standard of Performance: Probationary Teacher

STANDARD OF PERFORMANCE

Probationary teachers by the third year of employment in the District are expected to perform at the Demonstrates District Expectations level on all criteria on the District's performance-based evaluation instrument. Failure to reach this level of performance by the third year is grounds for nonrenewal. However, this policy is not intended to and does not create a property right to employment for a three-year period. Probationary teachers performing below the performance expectation level may be terminated or nonrenewed at any time.

Performance Evaluation

Teaching Standards

District teaching standards include, but are not limited to, that the teacher will:

- Ensure students actively participate in the acquisition of the knowledge and skills needed to solve problems, analyze and apply information and ideas, communicate, and make responsible decisions within and beyond the classroom.
- Monitor student learning to ensure mastery of the grade level expectations by using ongoing assessments to confirm the effectiveness of classroom activities and learning experiences.
- Use appropriate planning to select assessment techniques and instructional strategies that activate students' prior knowledge and incorporate various learning styles.
- Manage student behavior in an appropriate and constructive manner to increase student engagement and provide a safe learning environment.
- Interact and communicate with students, parents, and staff to develop positive interpersonal relationships.
- Demonstrate a mastery of content curriculum and a commitment to professional growth by seeking and exploring changes in teaching and learning styles to enhance student learning.
- Act responsibly in the overall mission of the school and follow the policies, procedures, and regulations of the building and district.

Final standards for teaching in the District will be in place by June 30, 2010.

Performance Evaluation

Staff Conduct

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and District citizens in a professional manner.
10. Properly operate and maintain district property.
11. Utilize district technology in compliance with District's Internet Usage Agreement.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.
14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend to all duties in a punctual manner.
17. Maintain student confidentiality, pursuant to state and federal law.

18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:
 - a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
 - b. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
 - c. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
 - d. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
 - e. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
 - f. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
 - g. Utilizing students to attend to personal errands for the staff member.
 - h. Allowing students to drive a staff member's vehicle.

Employment

Notice of Arrest, Abuse Complaint, Traffic Citation

Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest. In addition to the preceding, transportation employees must notify their supervisors of any moving traffic violations whether or not on work time.

Whenever the District receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay. The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.

Accounting and Reporting

Travel and Reimbursement

Travel Expense Allowance

Upon approval of the Superintendent/designee, employees may be authorized to attend conferences, meetings, conventions, etc. When full expenses are allowed, they shall be deemed to include registration, transportation fees, lodging and meals.

Each employee allowed travel expenses shall file with the Superintendent/designee an itemized account of expenses. Each employee shall submit to the Superintendent/designee such other reports as may be required.

The Superintendent/designee may authorize attendance at professional meetings by staff members, Board members and others working on District matters.

The Superintendent shall have the power to excuse any employee from duty for the above purposes for a period not to exceed two (2) days without allowance for expenses.

Reimbursement Policies

1. Mileage reimbursement is not authorized between home and office/base school.
2. Employees who travel directly from home to other than office/base school on official business are entitled to a mileage allowance of the distance in excess of that from home to office/base school. The same policy is applicable to return trips. In this case a reimbursement request must show that all mileage excludes round trip mileage from home to office/base school.
3. Employees who travel from school to school on official duty are authorized mileage from the first to the last school visited subject to the restrictions outlined in the paragraph above.
4. When transportation is performed by privately owned vehicle, mileage is authorized at an annually determined rate, subject to provisions of the following paragraph.
5. When private transportation can be pooled, the driver of the vehicle is authorized reimbursement at the annually determined rate. When transportation pooling is not desired by the individual(s) concerned, reimbursement for additional vehicles must be approved by the building administrator prior to the trip.

6. In performing necessary local travel, personnel will use the most direct well-traveled route between any two points. Claims for mileage reimbursement will be for actual miles driven based on odometer readings.
7. Because expenses are reimbursed from public funds, all persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges.

Federal Award Programs

If lodging and subsistence costs are charged directly to the Federal award, documentation must justify that:

1. Participation of the individual is necessary to the Federal award; and
2. The costs are reasonable and are consistent with the District's travel policy.

Such documentation may include any or all of the following:

1. Agenda
2. List of attendees
3. Prior written approval
4. Written qualification statement

Grant funds will not be used for temporary dependent care costs unless specifically permitted by the awards' authorizing statute, regulation or department.

**REEDS SPRING R-IV SCHOOL DISTRICT
TRAVEL REIMBURSEMENT VOUCHER**

REASON FOR TRAVEL:

Date	Travel To	Reason	Miles	Rate	Total
GRAND TOTAL					

****PLEASE ATTACH ITEMIZED RECEIPTS****

NAME: _____

ADDRESS: _____

PRINCIPAL'S APPROVAL: _____

PER THE AUGUST 24, 2011, BOARD MEETING, THE SCHOOL WILL REIMBURSE BREAKFAST - \$8.00, LUNCH - \$10.00, DINNER - \$14.00 (MAXIMUM \$32.00 PER DAY) EFFECTIVE SEPT 1, 2011, \$90.00 PER NIGHT LODGING AND \$0.40 PER MILE (MILEAGE INCREASE JUNE 2008) WITH OWN VEHICLE FOR EXPENSES INCURRED WHILE ON APPROVED SCHOOL BUSINESS. MEALS WILL NOT BE REIMBURSED WITHOUT ITEMIZED RECEIPTS ATTACHED.

FINANCIAL OPERATION

Policy 3170

Financial Management

Purchases By and/or Solicitation of School Staff

Endorsements

Employees of the District will not endorse products or services in such a manner that will identify the employee as an employee of the School District.

Procurement Activities

In any purchasing activities all employees shall refrain from soliciting, discourage the offer of, and decline gifts if offered by any vendor wishing to do business with, or who is doing business with the School District. Instead of making an offer of gifts, the vendor should be encouraged to discount the price of the goods to the school.

Solicitation/Distribution

The advertising of sale or distribution of any goods or service on school property, for any school activity, shall have prior approval from the building principal or Superintendent. This includes but is not limited to: school personnel, students, parents/guardians, relatives, general public and commercial businesses.

Solicitations of School Staff

Agents, solicitors, and salespersons will be denied the privilege of seeing the school staff during the school day except with permission of the administration.

PERSONNEL SERVICES

Policy 4710

Separation

Resignation: Certificated Staff

The district encourages teachers to notify the superintendent as soon as the teacher decides not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise.

A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1, or at the time a new contract is executed with the district if executed prior to June 1. A probationary teacher has a binding contract with the district once the teacher and the Board have executed a contract.

Once under contract, only the Board has the authority to release the teacher from a contract. A person who wishes to be released from a signed contract shall submit a written resignation to the Board through the superintendent's office. Release from a contract may occur only after it is determined that a suitable replacement can be found. The Board may consider serious illness, transfer of spouse and military service legitimate reasons for resignation of professional staff. However, the Board will consider each resignation on an individual basis.

When the district is required to seek replacements for teachers who resign after June 1, the district incurs significant expenses in advertising and recruiting possible replacements. More importantly, the quality of education provided to district students by last minute replacements is generally below the level provided by experienced, existing teachers. Therefore, where the Board accepts resignations submitted after June 1, resigning teachers will be required to compensate the district for the costs in time, expenditures, and loss of educational value occasioned by a late resignation.

Compensation for such losses will be calculated as follows:

June 2 - June 30	2% of Salary
July 1 - July 15	3% of Salary
July 15 - July 31	4% of Salary
August 1 - August 15	5% of Salary
After August - 15	6% of Salary

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teacher's certificate revoked or seeking a monetary judgment. Such remedies will be sought only if the employee does not tender the required legal consideration as set forth in this policy, unless waived by the Board.

Separation

Administrative Leave

The Superintendent is authorized to place individual employees on paid leave of absence whenever the Superintendent determines that such leave is necessary due to the employee's misconduct or to investigate potential employee misconduct. Paid leave of absences will not affect an employee's sick leave or vacation leave.

Notification

Employee – The Superintendent will notify employees placed on a leave of absence, under this policy, of the general reasons for placement on leave. This notification will occur within seven (7) days of placement on such leave and will be communicated in writing. Statements of general reasons are confidential and are not open records under Chapter 610.

Board of Education - The Superintendent will notify the Board of Education within thirty (30) days of the reason(s) for placement of an employee on a paid leave of absence. Provided the employee remains on leave, the Superintendent will update the Board of Education, at each subsequent regular Board meeting, of the status of the employee's leave of absence. The updates to the Board will continue during the pendency of each such leave of absence.

Hearing

A Board of Education hearing will be conducted within sixty (60) days of an employee's placement on a leave of absence. Following the hearing, the Board will determine whether the leave will be continued. For good cause shown by the Superintendent, the hearing may be continued for a period of time not to exceed 180 days from the date the employee was placed on a leave of absence. Leave of absence hearings will be conducted in closed meetings.

At such hearing, the employee will be permitted to be represented by an attorney and will be permitted to offer evidence. A record will be made of the hearing. If employee is removed from administrative leave within thirty (30) days of being placed on leave, then no hearing is required.

Exceptions

The provisions of Policy 4750 will not be applicable where:

1. The employee is a probationary teacher;
2. The Superintendent has referred the employee to a law enforcement agency or to another state or federal agency due to employee's misconduct; or

3. A law enforcement agency or other state or federal agency has begun an investigation of the employee's misconduct related to the general reasons for the employee's placement on leave under this policy.

Staff Welfare

Drug Free Workplace

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of

this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be distributed in writing to all present and future employees.

SUPPORT SERVICES

Policy 5250

Safety, Security and Communications

Use of Tobacco Products

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Similarly, the use of substances appearing to be tobacco products, including but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, grounds and vehicles. This Policy applies to all employees, students, and patrons attending school-sponsored activities and meetings.

Safety, Security and Communications**Safety Standards**

The Board of Education directs the Superintendent to ensure that the administration and management of all District operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health. At various times, District supervisors will issue specific safety standards and will provide ongoing directives, oral and written, to maximize employee and student safety. Failure to comply with such safety directives will be considered serious misconduct and will result in disciplinary action up to and including dismissal.

Safety Requirements

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as, Board policy. Employees will be required to review, sign and return this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor immediately.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer-provided safety devices is mandatory.

Safety, Security and Communications

Safety Standards

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as, Board policy. Employees will be required to review, sign and return this policy on an annual basis. These requirements are:

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5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor immediately.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

By signing below, I acknowledge that I have read and understand all of the General Safety Requirements. I further acknowledge that I understand that these requirements are not all inclusive. Additions can be made by the location I am working at, the supervisor I am working under, the specific job I am working on, and/or local, state or federal law. Failure to comply with one or more of these requirements will result in disciplinary action.

Name

Date

PERSONNEL SERVICES

Policy 4850
(Regulation 4850)

Staff Welfare

Staff Dispute Resolution

The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District. The Board has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy does not limit the right of any employee to file a complaint under Policy and Regulation 1300 based on harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any characteristic provided by law.

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Staff Welfare

Staff Dispute Resolution (Grievance Procedure)

Definitions

Grievance - A claim by a nonsupervisory employee or employees that a written Board policy or administrative regulation has been violated or misapplied. This policy is not applicable to the content of performance evaluations nor to decisions for which state statute may provide a means of resolving disputes, including but not limited to nonrenewal, termination and reduction in force.

Day - When the dispute resolution policy requires certain action to be taken within a specific number of days, days means working days and specifically excludes weekends and school holidays. In counting days, the day on which the event initiating the time limit is not counted.

Informal Resolution

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

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

Step One: Immediate Supervisor

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

Step Two: Superintendent's Designee

If the employee is not satisfied with the resolution at Step One, the employee may refer the dispute in writing to the Superintendent. To proceed to Step Two, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step One decision. Upon receipt of the referral, the Superintendent shall designate a District employee to hear the Step Two dispute. Within four (4) days of receipt of the Step Two referral, the Superintendent's

designee shall schedule a conference with the employee and his/her employee representative if desired. Within ten (10) days of the conference the Superintendent's designee will provide the employee with a written response to the dispute.

Step Three: Review by the Superintendent

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

Step Four: Board of Education Review

If the employee is not satisfied with the resolution at Step Three, the employee may refer the dispute in writing for the Board's consideration. To proceed to Step Four, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Three decision. At the next regular Board meeting following submission of the Step Four referral, the Board will consider the dispute and determine whether to conduct a formal review of the dispute. If the Board determines that its formal review is not necessary, the decision at Step Three becomes final.

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

Miscellaneous Provisions

1. Failure of an employee to comply with the timelines provided in the procedures above will result in final rejection of the dispute.
2. Failure of the administrator to comply with the timelines provided in the procedures above will result in the dispute being advanced to the next step.
3. Neither party to a dispute will be permitted to add witnesses or documentation that were not provided at preceding steps.

4. No employee will be retaliated against for the good faith submission and processing of a dispute under these regulations

PERSONNEL SERVICES

Performance Evaluations

Communication with Students by Electronic Media

Staff/Student Relations

Definitions

Educational Purpose - A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member - For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student - Individuals currently enrolled in the Reeds Spring R-IV School District.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.

3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in Policy 2130-Harassment or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in nonwork settings without the parent/guardian being present, even if the parent/guardian grants permission.

Policy 4650

3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members. Such activities must be approved in advance by current supervisor.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude, unless job duty requires a staff member's presence, including but not limited to, coaches or physical education teachers in locker rooms, etc.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students, unless approved by immediate supervisor.
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

Policy 4650

The district's policies, regulations, procedures and expectations, regarding in-person communications at school and during the school day, also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff members' home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in Policy 2130-Harassment will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (Policy 2130) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

STUDENTS

Policy 2600

Discipline

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

BULLYING INCIDENT REPORT FORM

Form 2655

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: _____ Your Name*: _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

- You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

Person(s) alleged to have committed the bullying or harassment: _____

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

Names of Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No. If so, who? _____

*Signature of Complainant _____

***Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter’s future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This Section is for use of District Administration

Date Received by Principal: _____

Investigative Action taken: _____

Result of Investigation/Action taken: _____

Signature of Principal: _____

STUDENTS

Policy 2655
(Form 2655)

Discipline

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted, aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Board Approved: 10/18/06
Last M Revised: 8/27/08
Last M Revised: 5/19/10
Last M Revised: 10/20/10
Last D Revised: 6/15/11
Last M Revised: 10/19/16

Policy 2655
(Form 2655)

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

STUDENTS

Policy 2710 **(Regulation 2710)**

Student Welfare

Reporting Student Abuse

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a student reports alleged sexual misconduct on the part of a teacher, or school employee, to a school employee, such employee and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

However, if the report of alleged sexual abuse is received from someone other than a student, a report will be made to the Children's Division if a District administrator has reason to believe that a child has been or is likely to be abused or neglected.

If the District receives a report of child abuse against a school employee involving a spanking or the use of reasonable force to protect persons or property, the Superintendent or the School Board President must send a notice to county law enforcement officials. Such notice will be given in addition to notice to Children's Division. The investigation into such child abuse allegation will be conducted by a law enforcement official in the county.

Any school district employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

Board Approved: 5/17/06
M Revised: 11/16/11
M Revised: 9/19/12
M Revised: 10/16/13
M Revised: 11/18/15

Policy 2710
(Regulation 2710)
Page 2

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

The District will post in each student restroom and in a clearly visible location in each school office, the toll free child abuse and neglect hotline number established by the Children's Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also contain instructions to call 911 for emergencies and contain directions for accessing the Children's Division's website for more information on reporting abuse and neglect.

STUDENTS

Regulation 2710

Student Welfare

Reporting Student Abuse

Procedure for Reporting Abuse and Neglect

1. When a student reports alleged sexual misconduct on the part of a teacher or other school employee to another school employee such employee and the Superintendent shall report the information immediately upon receiving the information to the Children's Division at 1-800-392-3738.
2. However, if the report of alleged sexual abuse or neglect is received from someone other than a student, a report will be made to the Children's Division if the District has reason to believe that a child has been or is likely to be abused or neglected by telephoning the Abuse Hotline at 1-800-392-3738. The call will be logged with the date, time and nature of the report.
3. When CD representatives interview students on District property, a school staff member will be present. CD representatives may not meet with a child at any school or childcare facility where abuse of the child is alleged to have occurred.
4. When CD receives a report of suspected abuse involving a school employee, other than reports made under subsection (1), the CD is required to notify the Superintendent. If the alleged perpetrator is the Superintendent, CD will notify the Board President. However, if the report relates to spanking or the use of reasonable force to protect persons or property pursuant to Board policy, a report will be made to county law enforcement officials. The investigation into such report will be made by a law enforcement official in the county.
5. When the District and student involved request mediation of the child abuse situation in a school setting, the matter will be referred to the Office of Child Advocate.

Equal Opportunity

Prohibition Against Harassment, Discrimination and Retaliation

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

This Regulation governs and outlines the procedure for filing a complaint of harassment or discrimination based on a protected classification by students, employees, parents, and patrons of the District. Students with a complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

DISTRICT'S COMPLIANCE OFFICER

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Name: Liz Smith
Title: Director of Special Services & Federal Programs
Address: 20281 State Hwy 413, Reeds Spring, MO
Telephone Number: 417-272-8173, Ext. 4017

The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

The Compliance Officer will:

1. *Receive complaints of discrimination or harassment based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.
2. Oversee the investigative process.
3. Assess the training needs of District staff and students in connection with the dissemination, comprehension, and compliance with this Regulation.
4. Arrange for necessary training required for compliance with this Regulation.

5. Insure that investigations are conducted by an impartial investigator.
6. In the event the complaint is about the Compliance Officer or Compliance Officer's immediate supervisor, the District will consider appointment of an outside investigator.

*If any complaint involves the Compliance Officer, the Complaint shall be filed directly with the Superintendent or President of the Board of Education.

DEFINITIONS

For the purpose of this Regulation and Policy 1300, the following terms are defined:

Compliance Officer: The District employee(s) designated by the Board of Education to coordinate the District's compliance with District policy, Missouri statutes, and federal laws regarding discrimination, harassment and retaliation based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law.

Disability: A physical or mental impairment that substantially limits a major life activity.

Discrimination: Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

For the purposes of this Regulation, sexual harassment is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the

conditions of participation in the district's programs and activities or the conditions of employment.

A student regardless of age cannot consent to behavior of a sexual nature with an adult irrespective of the circumstances.

Retaliation: Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law.

Student: An individual that is currently enrolled as a student of the District.

Illustrations and Examples of Prohibited Harassment

For the purpose of this Regulation and Policy 1300 the determination of conduct as unwelcome is a fact-intensive question that shall be considered on a case-by-case basis.

Examples of Sexual Harassment

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances, examples of conduct, which may constitute sexual harassment as defined in this Regulation, include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;

- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

Examples of Race, Color, Nation Origin, Ancestry, Religion, Disability, Age or Genetic Information Harassment

As defined in this Regulation, examples of conduct that may be considered harassment based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- jokes;
- gestures;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or taunting;
- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

OBLIGATION TO REPORT

The District is steadfastly committed to providing an inclusive environment that is free from discrimination and harassment for all of its students and staff. Unless a concern is informally resolved, staff and students shall report all incidents of discrimination, harassment and retaliation to the Compliance Officer as set forth in this Regulation. When a formal complaint is filed with the Compliance Officer, the investigation and complaint process detailed below will be used, including a possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

INTERIM MEASURES

The District will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation. Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the District's policies and law. Additional interim measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

INVESTIGATION AND RESPONSE

The District will investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects. The District will take equitable and remedial action within its authority on complaints that come to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or the Children's Division. Regardless of whether the misconduct is reported to law enforcement and/or the Children's Division, school staff will investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation.

Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in District activities. Anyone else who engages in harassment, discrimination, and retaliation on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Employees and students should fully cooperate with investigation process.

Informal Process for Resolution

The District takes seriously the obligation to investigate complaints of discrimination, harassment, or retaliation and to take appropriate remedial measures when necessary. The District recognizes that the obligation to investigate and remedy may be accomplished through an informal process, depending on the circumstances.

Anyone may use informal procedures to report and resolve complaints of harassment, discrimination, and retaliation. If a staff member receives an informal complaint of harassment, discrimination, and/or retaliation and the complaint cannot be resolved informally, the staff member shall inform their relevant building administrator or supervisor. The

administrator/supervisor may attempt to resolve the matter informally and should inform complainants of Policy & Regulation 1300.

Building administrators/supervisors shall provide information to the Compliance Officer on a regular basis about complaints reported and resolved through the informal process.

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or the District.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end the harassment, discrimination, and retaliation and to correct any effects on the complainant.

Informal remedies may include, but are not limited to:

- If the complainant so desires, an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the District's nondiscrimination and harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The District will inform the complainant (and their parent/guardian when applicable) how to report any subsequent problems. Additionally, the District may conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.

Formal Process for Resolution

Step One – Complaint to District

Anyone may initiate a formal complaint of harassment, discrimination, or retaliation by filing a written complaint with the District's Compliance Officer. At any step in the formal resolution process, where appropriate, the District will take interim measures to protect the complainant or alleged victim before the final outcome of the District's investigation. Additionally, the District may appoint an outside investigator at any step of the informal or formal resolution process. A subordinate shall not investigate his/her supervisor.

The following process will be followed at Step One:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute harassment, discrimination or retaliation. The Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Compliance Officer may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- Formal complaints must be submitted to the Compliance Officer.
- A charge or complaint of discrimination, harassment, or retaliation filed with an outside agency does not constitute a formal complaint or trigger an obligation to follow the formal complaint investigation procedures as contemplated under this Regulation.

Investigation of Complaint

- The Compliance Officer will receive and investigate all formal, written complaints of harassment, discrimination or retaliation or will investigate if information in the Officer's possession leads them to believe further investigation is required. The Compliance Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Compliance Officer will provide the complainant a copy of this Regulation.
- Investigations will be carried out in a manner that is adequate in scope, reliability and impartiality. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused party, will have an opportunity to identify witnesses and present relevant evidence. The District and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Compliance Officer will compile a written report of the investigation. The report may include a recommendation of appropriate action to remedy the allegations included in the complaint. The Compliance Officer will forward the report and recommendations to the Superintendent. If the Superintendent is the subject of the complaint, the report and recommendations will be forwarded to the Board President.

Response to Complaint

- The Superintendent will review the report completed by the Compliance Officer.
- The Superintendent will respond in writing with a Letter of Outcome to the complainant and the accused party within **thirty (30)** calendar days of the Compliance Officer's receipt of the written complaint, unless otherwise agreed to by the complainant or if circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date.
- The Letter of Outcome will include: 1) a statement of the outcome of the investigation including whether a preponderance of the evidence establishes that harassment, discrimination, and/or retaliation occurred in violation of Policy 1300; 2) if violation of Policy 1300 is found to have occurred, the assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; and 3) notice of the right to appeal to the school board and the necessary filing information.
- Any corrective measures deemed necessary will be instituted as promptly as reasonable.
- The District will inform the complainant (and their parent/guardian if the complainant is a student) how to report any subsequent problems. Additionally, where appropriate the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to respond and appropriately address continuing or new problems.
- If the Superintendent is the subject of the complaint, the actions set forth herein to be completed by the Superintendent will be completed by the Board President.

Step Two – Appeal to Board of Education

Notice of Appeal

- The complainant or accused party may appeal to the Board of Education by filing a written notice of appeal with the secretary of the Board within **ten (10)** calendar days following receipt of the Letter of Outcome.
- On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Parties will be allowed to provide comment and information as the Board deems relevant and material.

Board Decision

- Unless otherwise agreed to by the appealing party, the Board will provide written notice of its determination within **thirty (30)** calendar days following the filing of the notice of appeal and provide the appealing party with a copy of the determination.

RETALIATION

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against a person who participates in related proceedings or investigations.

Notwithstanding this provision, employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

CONFIDENTIALITY

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to the District's discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

CONSEQUENCES AND REMEDIES

The District will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects.

Consequences

Consequences for violations of this Policy and Regulation may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting harassment, discrimination or retaliation as defined in this Regulation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

Remedies

The District will consider remedies for the victim as appropriate including, but are not limited to, providing additional resources such as counseling, moving or reassignment of the perpetrator, or allowing the victim to retake or withdraw from a class.

An allegation of discrimination, harassment and/or related retaliation complaint may not necessarily stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated district policies or regulations.

TRAINING & PUBLICATION OF POLICY

The District will train its employees on this Policy and Regulation. The training will include the requirements of nondiscrimination and the appropriate responses to discrimination, harassment, and retaliation. The District will notify its employees to report complaints of discrimination, harassment or retaliation in accordance with this Policy. This training will be provided to employees on an annual basis, and at such other times as the Superintendent, in consultation with the District's Compliance Officer, determines is necessary or appropriate. Additionally, the District will provide additional training to the District Compliance Officer on identifying, investigating, and reporting on acts that may constitute discrimination, harassment or retaliation. District students will be notified regarding this Policy. This Policy will be posted on the District's website and available in Central Office.

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Equal Opportunity

Notice of Nondiscrimination

The District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

District Compliance Officer:

Name and/or Title: Liz Smith, Director of Special Services and Federal Programs
Address: 20281 State Hwy 413, Reeds Spring, MO 65810
Telephone No.: 417-272-8173, Ext. 4023

The District's policy and procedures detailing the District's Prohibition Against Harassment, Discrimination, and Retaliation are set forth in Board of Education Policy & Regulation 1300. District Board of Education Policies can be found on the District's website and/or available in the District's Central Office.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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