

Sweet Springs R-VII School District

**660 E. Marshall Street
Sweet Springs, MO 65351
(660) 335-4860**

Employee Manual

2020-2021



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District Information

Letter from Superintendent

Dear Sweet Springs R-VII Employees,

Welcome to the Sweet Springs R-VII School District! As a valued employee of the District, you have a vital role in the education of our students. You have been offered employment with the District with the confidence that you can do your jobs well, while also serving as representatives of the District. Not only do you perform tasks necessary to the operation of our School District, you are an essential component to the overall success of our students. Because of this, you have a greater responsibility in the performance of your duties and personal conduct.

This manual was created and adopted by our Board of Education to better assist you in being a successful employee of the District. While this manual is intended for informational purposes and covers a wide array of information, it cannot possibly address all issues and situations. Therefore, you are encouraged to refer to District Policy and other rules and procedures for items not covered. A complete set of Policies is available for your review at sweetsprings.k12.mo.us or at the Office of the Superintendent.

If at any time you have any questions or concerns, please do not hesitate to contact your immediate supervisor or the administration team. Your continued support of the goals and mission of the Sweet Springs R-VII School District is appreciated and we are proud to have you as a member of the Greyhound family!

Respectfully,

Lori Price
Superintendent

Mission, Vision, Core Value Statement of District:

To provide an educational environment which will encourage students to realize their potential and to serve as a resource for the community in promoting lifelong learning experiences.

Board of Education:

Cindi Sims, President
Robert Fuehring, Vice-President
Paula Staples, Treasurer
Darla Reid, Secretary
Martha Dohrman, Board Member
Thomas Trautman, Board Member

District Administration:

Lori Price, Superintendent
(660) 335-4860
lprice@sweetsprings.k12.mo.us
District Compliance Officer

Tara Merrick, Director of Special
Education
(660) 335-4860
tmerrick@sweetsprings.k12.mo.us
504 Coordinator

Kelley Weber, Counselor
(660) 335-6341
kweber@sweetsprings.k12.mo.us
District liaison for students who
are homeless, migrant, or in
foster care and A+ Coordinator

Josh Hume, Junior High/High
School Principal
(660) 335-6348
jhume@sweetsprings.k12.mo.us
Alternative Compliance Officer

Tim Smith, Athletic Director
(660) 335-6348
tsmith@sweetsprings.k12.mo.us

Melanie Davis, Elementary
Principal
(660) 335-6348
mdavis@sweetsprings.k12.mo.us

Media Releases:

Lori Price, Superintendent
(660) 335-4860
lprice@sweetsprings.k12.mo.us

Building Schedules:

Preschool

Full Day Session, Monday through Friday, 7:50 – 3:15

Elementary School

7:30 a.m. Doors open to students

7:30 – 7:55 Breakfast served in the cafeteria

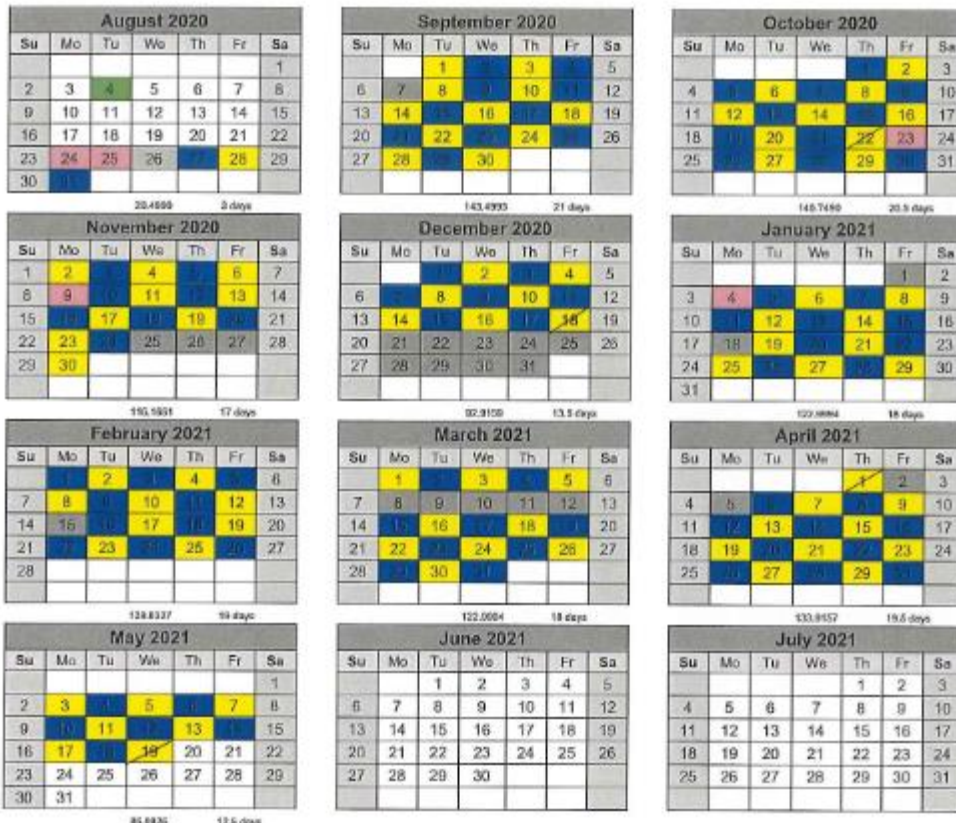
7:55 School begins. If a student arrives any time after the 7:55 bell rings, parents must check in their student(s) in the front office. Any child arriving to school after the 7:55 bell will be considered tardy.

3:10 Dismissal. Students will not be dismissed from within the school until after 3:10 p.m.

Junior High/High School

<i>BLUE / GOLD DAYS</i>		
	<i>START</i>	<i>END</i>
<i>Bell</i>	7:55	
<i>1st / 5th Block</i>	8:00	9:30
<i>2nd / 6th Block</i>	9:35	11:05
<i>1st Lunch</i>	11:10	11:30
<i>J.H. Shift Lunch</i>	11:55	12:20
<i>3rd Lunch</i>	12:35	1:00
<i>3rd / 7th Block</i>	11:10	1:00
<i>4th / 8th Block</i>	1:05	2:40
<i>Study Hall / Activity Period</i>	2:45	3:15

Sweet Springs R-VII 2020- 2021 School Calendar



Important Dates		Q1: 36 days	Q2: 40 days	Q3: 47 days	Q4: 41 days
Aug. 4	New Employee Orientation - No School	Oct. 23	No School (Counts as PD Day)	Feb. 15	Presidential Day - No School
Aug. 24-25	Prof. Development - No School	Nov. 9	Prof. Development - No School	Mar. 19	End of 3rd Quarter
Aug. 27	1st Day of School	Nov. 25-27	Thanksgiving Break	Mar. 8-12	Spring Break
Sept. 7	Labour Day - No School	Dec. 18	End of 3rd Quarter - 1/2 Day	Apr. 1	12:30 Early Dismissal
Oct. 10	End 1st Quarter	Dec. 21 - Jan. 1	Winter Break	Apr. 2-6	No School
Oct. 23	PTF Conference 4 pm-7 pm.	Jan. 4	Prof. Development - No School	May 18	Last Day of School - 1/2 Day
Oct. 29	PTF Conference 1 pm-7 pm. (1/2 Day for Students)	Jan. 18	Milk Day - No School		End of 4th Quarter

* 171.831.1, 175Mo. and 183.841, 175Mo. requires school boards to annually prepare a district calendar for the school year in consist of a minimum of 1068 hours of actual pupil attendance. The maximum amount of teacher related make-up hours shall be no more than 60 hours.

Board Approved 09/17/2020

Notice of Non-Discrimination: Equal Opportunity and Prohibition against Discrimination, Harassment and Retaliation C-130-E

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

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

Name: Lori Price, Superintendent
Phone #: (660) 335-4860
Email Address: lprice@sweetsprings.k12.mo.us

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

Name: Josh Hume, High School Principal
Phone #: (660) 335-6341
Email Address: jhume@sweetsprings.k12.mo.us

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

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

Employee Information

Assignments

Homework can be a powerful tool for reinforcing and extending student learning. Teachers should be certain that all assignments are designed to be teaching tools. Homework should be limited, on the average, to no more than 30 minutes per day for students in grades K-2,

and 60 minutes daily for students in grades 3-6. These guidelines should allow for a balance between educational and family activities. Each grade level should submit their individual homework completion policy to the principal before opening day each fall.

Attendance - Recording

Roll is to be taken by each classroom teacher first thing in the morning. The students who are absent or tardy are to be entered into the SIS program. Any parent picking up a child before the dismissal bell rings must first check them out through the office. The office will call on the intercom clearing students to go to the office. Either of the above is to be initiated at the office. Parents are not to take a child with the promise that they will tell the office on the way out.

Blood and/or Body Fluids- Cleaning Up

Many infectious agents can be found in the blood and/or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is therefore important that everyone adopt routine procedures for handling the clean-up of all blood/body fluids. The procedures to be used are as follows:

1. If available, cover fluids with absorbent floor sweep material to keep the fluids from spreading. When absorbent material is not available contain the spill with paper towels, etc.
2. Wear rubber gloves and clean up spills with disposable towels or tissues.
3. All surfaces which have been in contact with the fluids should be cleaned with a disinfectant. Any EPA approved disinfectant (i.e. Lysol, etc.) can be used. A 1:100 (three tablespoons/gallon) dilution of household bleach can also be used.
4. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water prior to removal. Disposable gloves should be removed without soiling the hands and should be disposed of in an impervious plastic bag.
5. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to body fluids.
6. 6. After exposure to blood/body fluids, good HANDWASHING should consist of thorough use of soap and water for at least 10-15 seconds.
7. It is appropriate to keep a clean-up kit on hand for such spills. The clean-up kit should consist of the following items: Absorbent floor sweep material, Disinfectant, Rubber or plastic gloves, Disposable towels or tissues, Plastic bags. All of these materials should be kept together, in a central location.

CAUTION: The diluted bleach disinfectant solution, if used, should not be used for any other purpose than the clean-up described above. Mixing this solution with certain other chemicals can produce a toxic gas. Also any EPA approved disinfectant used should be diluted according to manufacturers' instructions. It is not appropriate or necessary to add more disinfectant than the directions indicate. Doing so will make the disinfectant more toxic and could result in skin damage to those individuals using it.

Building Security

Building security is a serious concern for any school, due to the many ongoing activities. Problems usually fall into two broad categories- doors being left open, unlatched, or unlocked; and students in parts of the building where they should not be. Please follow these guidelines:

1. Any sponsor or coach is directly responsible for the students in his/her program. Students participating in activities must be in the direct supervision of their school sponsor at all times.
2. Have a schedule for clubs and activities so that students can tell their parents what time to pick them up. This will help to eliminate unnecessary telephone use and lines at the telephone. Please turn a copy of your schedules into the office so that we may answer parent's questions if possible.
3. Sponsors are not to leave the building until all students have left the building.
4. Sponsors are responsible for securing doors when they leave; this includes interior doors or exterior exit doors used by their group. Any staff member who leaves the building and does not ensure that the door is locked will be issued a letter of reprimand to be put in their file.
5. All keys must be signed out in the office and are your responsibility. Do not loan your key(s) to students, parents or anyone else not employed by the district.

Bulletins- Teacher

Informational bulletins will be issued daily. They contain items that are of immediate interest and concern, suggesting action and procedure regarding definite school matters. If there are items that you question or do not understand, it is your responsibility to check with the Principal for clarification.

Bus Trips

Requests for bus transportation must be made as far in advance as possible. All such requests must be approved by the Administration. Any time a teacher/sponsor leaves school with a group of students it constitutes a field trip. Field trips must be approved by the administration. Teachers/sponsors are not to send home letters announcing a field trip prior to getting administrative approval. Field trips sponsored by, and financed by, non-school agencies must be approved by the Administration.

Correspondence

Please submit a copy of all general/group written correspondence distributed to students and parents from classroom teachers, grade level teams, or special teachers so that it may be placed in your file before distribution.

Field Trips

Each grade level will take one scheduled field trip per year. Permission slips will be sent home and required to be signed and returned to the principal's office. (Sending permission slips home shall be the responsibility of the classroom teacher.) If permission slips are not returned, the student will not be allowed to participate in the field trip. Parents serving as room mothers will be allowed to attend field trips with district transportation. Other parents are welcome to attend at their expense and providing their own transportation. Any student exhibiting unsafe and/or severe inappropriate behavior may become ineligible to attend field trip at the discretion of teacher and administrator. In the event that a student is unable to attend a field trip, admission costs may or may not be refundable dependent on the place of destination. Parents have the right to withdraw permission for a specific trip by keeping their child home on that day. There is no supervision at school for children who do not attend a field trip.

Grading Policy for Transfer Students

When a student enrolls at Sweet Springs R-7 while the quarter is in progress their grade will be computed as follows:

If a student arrives with 22 days remaining in a 44 day quarter he/she will have attended both schools 50 % of the time. The transfer grade will count as 50% of their quarter grade, the Sweet Springs grade will count 50% of their quarter grade and the cumulative grade will be figured accordingly.

If a student attends Sweet Springs 25% of the quarter and the preceding school 75% of the time the two grades will be weighted accordingly when computing the final grade.

Unless the student arrives so late in the quarter that no graded assignments are given, the quarter grade will come from Sweet Springs R-7. In that case, the assigned grade will be whatever the in-progress grade was at the previous school.

In cases where the subjects listed by the previous school do not align with the subjects listed by Sweet Springs R-7 the principal will make any decisions arising from that lack of alignment.

Grades- Students in Danger of Receiving a Failing Grade

Students who are in danger of receiving a failing grade on their report card will be notified of this prior to report card time so that parents will have the opportunity of working with their child in order to improve their child's grade. Notification will be by the classroom teacher to the parent in the form of telephone call or deficiency letter sent in the mail. Anytime between the mid-term and the end of the quarter that a student's grade drops below a "D", the teacher should make every attempt to notify the parent either by letter or phone call.

Grading System

Grades in K-2 are standards based. The grading system for grades 3-12 is a measure of student achievement in each class. A grade of A, B, C, D, or F for grades three through six shall be assigned at the end of each quarter and will be determined by averaging daily grades and test scores. Students are also assigned semester grades. These letter grades will indicate the following types of achievement:

A	Excellent	100-95	A
		94-90	A-
B	Superior	89-87	B+
		86-84	B
		83-80	B -
C	Average	79-77	C+
		76-74	C
		73-70	C-
D	Inferior	69-67	D+
		66-64	D
		63-60	D-
F	Failure	59/Below	F

- K-2: S+ (95-100%)
- S (80-94%)
- S- (70-79%)
- U (69% and below)

Placement of Home-Schooled Students

Incoming first grade students will be placed on an age appropriate basis. Incoming second through eighth grade students will be placed by the building principal, after being administered an appropriate test or tests to determine their proper placement.

Injury Reports

Injury reports must be filed on all accidents resulting in student injury. Prompt, complete, and accurate reporting is essential. An original report along with a copy to the nurse must be turned in to the principal on the day the injury occurs. Injury forms are available in the nurse's office. Please see SSR-VII Emergency Crisis Plan for more detail.

Dress Code

Staff members are expected to dress in a manner that is appropriate for daily classroom activities yet professional. Capris (mid-calf length) are appropriate. Dressy sandals are acceptable. Jeans are acceptable only on designated days. Sweats, shorts, and tennis shoes are appropriate for physical education teachers only. On designated days, shorts are acceptable and should be at the length of his/her fingertips when arms are extended.

Duties- Assigned

A special duty schedule will be established to provide optimum supervision of students at all times throughout the school day. If you have an assigned duty to supervise and will be unable to supervise, it is your responsibility to find someone to cover and trade duties with you during your absence.

Emergency School Closing

Information announcing the closing of school because of bad weather (snow, icy roads) or other emergencies will broadcast over KMMO 102.9 (FM) and KCTV 5. Staff may also sign up for TextCaster.

School Late Start

There may be occasions when conditions justify delaying the opening of school by two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time announced. When a two hour late start is announced school will begin at 10:00 and doors will open beginning at 9:30. When school is delayed for two hours, transportation schedules will also begin 2 hours later. For example: if a bus run normally starts at 7:15 a.m., and a two hour delay is announced, the bus run will begin two hours later at 9:15 a.m.

During delayed start school days:

- Breakfast **will not** be served, but school lunches will be served as usual.
- School will be dismissed at normal dismissal time.

Delayed opening announcements will be carried on the same radio stations as school cancellations.

Faculty Meetings

Faculty meetings will be set by the building administrator and notice will be given in advance of these meetings.

Faculty Workroom

The lounge is for teacher use prior to 7:50 am, during plan-time, and after school. Please do your part in posting pertinent, professional and staff development information. The workroom is for staff members only. Do not send students or high school student helpers to purchase pop or use the microwave. Please do not send elementary students to the workroom to use the machines (copy machine, Ellison machine, paper cutters, etc.)

Lesson Plans and Student Records

Teachers shall keep necessary records, reports, plan book, grade book, etc. and prepare such reports as are required by the principal or superintendent for proper administration of the school. Each teacher will be furnished with a plan book to be used in developing lesson plans. These plans should take into consideration district objectives as stated in the curriculum guides. Lesson plans should contain (as a minimum standard) the objectives or purpose of the lesson, activities to teach the objective, assignments, and time schedules for lesson periods and activities. Good lesson plans not only assist the teacher on a daily basis, but are also essential for substitutes. Lesson plans are due on the Friday before the week planned or Monday morning before school starts.

Lunch Count

A count of the students eating a hot lunch and teacher/adult lunches from your room needs to be entered into the SIS program by 8:30 a.m.

Mailboxes

Teachers will check their mailboxes daily.

Maintenance Reports

Teachers have a legal responsibility to report all unsafe conditions to the principal. These reports should be made in writing and should cover such items as broken glass, loose boards, broken furniture or apparatus, unsafe playground equipment or surfaces. Maintenance Request Forms should be used for this purpose. Accidents that occur from known hazards are legal basis for lawsuits.

Permanent Records

Permanent records are those records that are required to be kept by the school together with the test results, psychological evaluations, and supportive evidence for student evaluation. Records of attendance are required by law and are open to public inspection. Other information kept in the permanent folders is classified as privileged information and may not be divulged or given to unauthorized personnel. Any disclosure of test results or psychological examinations is a breach of professional ethics. A teacher or staff personnel could be sued for divulging privileged information. Permanent records should not be taken from the office area and should be returned to the file cabinet immediately after the required information is obtained. You must sign out permanent records from the school nurse and return them and sign them back in upon return. Please file correctly.

Playground Supervision

Playground duty schedules for recess will be left up to individual grade levels to set up within the following limitations: Kindergarten through Third grade will have a morning and

afternoon recess lasting 20 minutes each. Fourth grade through 6th grade will have a maximum of one recess daily lasting 20 minutes. While on the playground, teachers should locate themselves in such a way that they can keep track of all students. Students should not leave the fenced area of the playground parameter, and should not re-enter the school building without teacher permission. Teachers should be observant for any activity that is potentially dangerous and stop it immediately. Teachers should enforce all existing playground rules and make suggestions for the improvement of playground rules to the Principal.

If medical or disciplinary assistance is needed on the playground, notify the front office using walkie-talkie and/or send two or three dependable students for help or another teacher if one is available. Never leave students on the playground unsupervised. The supervising teacher on the playground should always have walkie-talkie and FOB with them.

Playground- Going to and Returning

When going to recess each classroom teacher should deliver her/his children to the duty teacher. When recess is over, each classroom teacher should be in their room ready for students to return. Students are expected to follow hallway expectations coming to and from recess.

Playground Rules

1. While on the playground, all students will follow the directions of the playground teacher.
2. Students will keep all balls, bats or any type of equipment at a safe distance from other students.
3. Playing with sticks, rocks, dirt, or woodchips is not allowed.
4. Any student that is responsible for damaging school property while on the playground will pay for the replacement.
5. No wrestling or fighting, even if it is a game. (I.e. Karate, Ninja)
6. No tackle football.
7. Do not throw trash, waste paper or any paper airplanes.
8. Do not slide on the ice or throw snowballs at any time.
9. Students will never be allowed to climb up the slide, hit anyone or play any tag games on the slide. One person slides down at a time.
10. No hanging off equipment in an unsafe manner.
11. Students are to climb carefully on the monkey bars. No jumping from the monkey bars. No pulling off the monkey bars.
12. No sitting on top of the play equipment (tunnels, monkey bars, etc.)
13. Students may not come in from recess without permission from the playground teacher.
14. When the teacher signals the end of recess, students are to stop playing and line up immediately.
15. Students are not to play with snakes, birds, ground squirrels, dogs or any other animals found on or around the playground.
16. Students should not climb on or over the playground fence.
17. Students should not play tag on any playground equipment and/or bleachers.
18. Students must ask permission for retrieving balls or equipment outside the playground fence.

Preparation Periods

Periods which teachers are not scheduled for a specific class or supervision responsibilities should be used to the teachers best advantage in paper grading, lesson preparation, etc. Teachers should remain on the school grounds, including their preparation period, unless they secure permission to leave the building from the Principal. Please utilize the staff sign-out sheet located in the front office before leaving the building.

Room Activities

Room activities which involve the use of outside speakers, class trips, or any other activity which might involve parental or administrative approval should not be undertaken without consultation with the principal.

Superintendent, Principal, Teacher Relationship

The democratic concept of administration is that the most important factor in a school is the learning experience of each individual child. Principals and Superintendents should exist only because they assist the overall process of learning. In the operations of a school district, responsibilities must be delegated to different persons. It is impossible and undesirable that the superintendent answers all questions and handles all problems that develop.

Teachers should handle almost all situations that arise with students. If the teacher cannot satisfactorily handle the situation, he should consult the principal. In turn, problems that cannot be solved by the principal should be reported to the superintendent's office. The superintendent and principals are committed to back sound and justifiable decisions of the teacher.

Principals are responsible for their respective schools. They have jurisdiction over all employees in their building and are to be consulted before problems are submitted to the superintendent's office.

Supervision- Assembly

Teachers are to accompany and sit with their classes at assemblies. Special teachers are responsible for accompanying students to assemblies if they would be the supervising teacher at that time in a routine day. This assures that each teacher's planning time will be respected.

Supervision Before School

1. Teachers who have before school duty should be in the gymnasium or cafeteria by **7:30 a.m.** Doors open at 7:30 a.m. and breakfast begins at this time.
2. If you are unable to perform this duty it is your responsibility to find a replacement prior to absence.
3. Students are to remain seated in their assigned section of the bleachers.
4. Students wishing to leave the gymnasium must have the teacher's permission to do so.
5. Students eating breakfast should go to the cafeteria when they arrive.
6. Students should walk next to the wall while in the gymnasium (in the out of bounds area)

Close Of School

Students will be separated at the end of the school day (walkers, car riders, bus riders). Teachers will supervise these various groups as they depart.

Classroom

The classroom teacher will be certain that his/her students are supervised at all times. If an emergency exists where the teacher must leave the class, the teachers should have another teacher supervise the students. Never leave the students without adequate supervision.

Lunchroom

Teachers are to eat in the lunchroom with their students. This includes regular classroom teachers and special teachers. They may sit at the designated "teacher table" as long as the noise level remains tolerable as determined by the building Principal. Teachers are expected to oversee the behavior of their students and handle any discipline problems that arise as they would in their own classrooms. Teachers are expected to promote confidentiality and professionalism at all times. In some cases teaching duties coincide with all lunch shifts, in this case teachers are free to eat in the lounge.

Hiring Procedures for Current Employees E-105-E

Current employees who are qualified for an open position may apply for advertised positions. The Superintendent has the authority to assign a current staff member to an open position, subject to any required approval by the Board. If such an assignment is to a newly created position, the Board must approve the reassignment. If such an assignment results in an increase in compensation and/or requires the execution of a new contract of employment, the Board must approve such the reassignment.

Employment of Retirees

Individuals who are retirees receiving retirement benefits from the Missouri Public School Retirement System, the Public Education Employee Retirement System, the Kansas City Public School Retirement System or the Public School Retirement System of the City of St. Louis may be employed by the District in accordance with the laws and regulations governing the hiring of retirees.

The District will not reach a formal or informal agreement, written or unwritten, to employ an individual post-retirement, until after the individual has received his or her first payment of retirement benefits.

The Superintendent or designee will maintain documentation regarding the amount of time worked by a retiree in the District and retirees hired by the District are required to maintain documentation of any work for any other public school system other than the District and provide those records to the District on the basis directed by the Superintendent or designee, to ensure compliance with regulations regarding hours worked by retirees.

Public Service Loan Forgiveness Information

If you are a teacher, you may be eligible for certain public service loan forgiveness programs offered by the federal government. For the most up-to-date information regarding such programs, please go to:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher>

Criminal Background Checks

Prior to employment of any individual authorized to have contact with students, the District must obtain a criminal background check that is satisfactory. Whether a background check is satisfactory is in the sole discretion of the Superintendent or designee. A criminal background check may include, but is not limited to:

- Federal Bureau of Investigation criminal history files
- Missouri State Highway Patrol criminal history database
- Missouri State High Patrol sexual offender registry
- Family Care Safety Registry or the central registry of child abuse and neglect of the Children's Division of the Department of Social Services
- Missouri Case.net
- Other databases required by the law or by the District

Staff members may be required to submit to additional background checks, rerun background checks, or participate in state or federal RAP back programs at District expense. The District may update criminal background checks as often as the Superintendent determines.

Compliance with the Fair Labor Standards Act E-110-E

The Superintendent or designee shall make a determination regarding whether a staff member is exempt or nonexempt under the Fair Labor Standards Act (FLSA).

Overtime: Overtime hours are the actual hours worked in excess of 40 hours in a workweek. Exempt employees are not eligible for overtime compensation or compensatory time. Nonexempt employees shall not work overtime without the express prior approval of a supervisor designated by the Superintendent to approve overtime.

Compensatory Time: The District does not award compensatory time to nonexempt staff members.

Workweek: A workweek is a period of 168 hours during seven (7) consecutive 24-hour periods. The workweek shall begin on Monday at 5:00 a.m.

Timekeeping: All nonexempt employees are required to accurately complete a daily time record, showing actual hours worked, on the District's computer system. The employee must clock in and out themselves and notify the Superintendent's secretary if there are errors in the time record.

Breaks for Nursing Mothers

The District will provide a reasonable break time for employees to express milk for her nursing child each time the employee has a need to express milk for one year after the child's birth. The District will provide a location, other than a bathroom, that is shielded from view and free from intrusion of coworkers and the public. Exempt employees must work with the building principal to create a break schedule.

Compensation of Employees

- **Teachers:** Teachers will be compensated according to a salary schedule applicable to all teachers of the District in accordance with the law. Teachers may obtain a copy of the salary schedule at the Office of the Superintendent.
 1. The professional staff will be employed by the Board based on the recommendation of the superintendent.
 2. Maintenance of the salary schedule is dependent on the local levy approvals and continued state financial support.
 3. The minimum contract period for all full-time certificated personnel will be determined annually by the school district.
 4. The professional salary schedule does not apply to extended contracts or extra-duty contracts.
 5. Experienced teachers who are new to the school district may receive credit for previous experience. No one can advance more than one (1) step vertically and one (1) column horizontally per year. The salary a teacher will receive will be determined at the time the teacher contracts with the district, or by June 1 for tenured teachers. A teacher cannot progress on the salary schedule after entering into a contract for a school year, unless authorized in the contract.
 6. In order to advance on the salary schedule for completion of additional college graduate hours, professional staff must receive approval by the administration prior to enrolling in the course.
 7. Each teacher may be assigned one (1) or more activities to sponsor without an increase in salary.
 8. The Board of Education may recognize certification and teaching in high need areas on the salary schedule when it deems it necessary to secure or retain qualified personnel in any area where there is a shortage of qualified staff.
- **Professional Non-Certified Staff Members:** Non-certified professional staff members may be compensated according to a salary schedule developed by the Superintendent and adopted by the Board or may be compensated with amounts approved individually by the Board and set forth in individual letters of assignment or contracts of employment.

- Support Staff: Support staff members may be compensated according to a wage schedule developed by the Superintendent and adopted by the Board or may be compensated with amounts approved individually by the Board and set forth in individual letters of assignment.

Extra Duty Assignment Compensation: Staff members who provide extra duties may be compensated according to a wage schedule for such duties developed by the Superintendent and adopted by the Board or may be compensated with amounts approved individually by the Board and set forth in individual letters of assignment. Any salary/wage schedule adopted by the Board may be modified in accordance with the law and in accordance with any applicable employment contracts and/or collective bargaining agreements. The Board may elect to freeze the operation of some or all salary/wage schedules.

Employees who are under contracts of employment shall not receive compensation in excess of the amount set forth in the contract of employment for the contract year unless the employee assumes additional or extra duties beyond the duties contemplated by the contract of employment. Teachers will be paid a prorated substitute teacher rate for substituting during their planning time.

Employees and prospective employees of the District are responsible for providing the District with sufficient information and documentation regarding past work and educational experience to allow the District to ascertain appropriate placement on any applicable salary/wage schedule and/or to determine appropriate compensation for duties and/or extra duty assignments. The District is not required to review or change placement on any salary or wage schedule after an employee's placement has been determined.

Employees may be subject to disciplinary action for providing information that leads to improper placement on a salary or wage schedule, improper assignment of compensation based on education or experience or other relevant factors, or for inaccurately reporting time worked according to the District's timekeeping method/s.

Pay Periods:

Teachers will be paid on a twelve-month basis, the first month's check payable on September 25th and subsequent checks on the 25th day of each month thereafter. Certified staff are paid on the 25th of each month as well, with the pay period running from the 17th to the 16th. If the 25th falls on a weekend or holiday, the previous Friday will become payday unless otherwise notified prior to the previous Friday date.

Payroll Deductions: Every employee should file withholding forms for information with the Board secretary. All staff payroll information must be set-up with the District secretary by the start of each school year and limited to change two times after the initial set-up.

Voluntary Deductions: The District may authorize voluntary payroll deductions from compensation earned by employees if ten (10) or more employees so request. The

employee must authorize all voluntary deductions in writing. In addition to the deduction of amounts authorized by the employee, the District may deduct the administrative cost of compliance. The amount deducted will be remitted to the organization, company or association authorized by the employee.

Involuntary Deductions: The District may make deductions when an employee owes the District money and the deduction does not otherwise violate the law. The District may make deductions from an employee's pay for unauthorized absences. The District will also make deductions when presented a garnishment, wage attachment or other legal order. The District may deduct amounts owed to the District by the employee for unpaid meal accounts for the employee or the employee's child/ren, and for payment of other District-related accounts.

The District may charge an administrative fee for processing such deductions when allowed by law.

Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

All District employees are responsible for ensuring compensation received from the District is correct according to their contracts/letters of assignment and, for non-salaried staff members, according to their timesheets and time actually worked. Employees must notify the District of any discrepancy in compensation within 2 weeks of receipt.

The District may deduct any overpayment made to an employee as permitted by law, even if an employee fails to report such overpayment.

Improper Deductions: Employees who believe that pay deductions have been improperly made should immediately report the concern to the Superintendent or designee.

Extra Duties Generally

Employees may be assigned to perform reasonable duties in addition to their regularly assigned job duties if the Superintendent or supervisor determines that the needs of the District so require to adequately serve the needs of the students of the District. Whether compensation for these duties, including overtime compensation, is appropriate will be determined by the Superintendent and approved by the Board in accordance with policy and the law.

Extra Duty Positions: Extra duty positions (such as coaching positions, club sponsor positions, etc.) may be created by the Board and employees may be hired for such positions by the Board upon the recommendation of the Superintendent. Extra duty positions are at-will positions and will be compensated at the rate set by the Board of Education and in compliance with the Fair Labor Standards Act (FLSA), if applicable. Extra duty positions are not subject to the provisions of the Teacher Tenure Act.

Extra Duty Assignments: Upon approval of candidates by a majority of the whole Board, the Superintendent may engage interested employees to perform occasional extra duty assignments such as concession stand, timekeeping, ticket booth, and other such occasional assignments.

Employee Leave and Absences E-110-E

The District requires that employees have consistent attendance in order to achieve the best outcome for District students and to ensure all District operations run smoothly. The District provides leave to employees, as more specifically outlined below, in order to provide security for employees who need time off for reasons approved herein. Attendance is an essential duty of every employee's position in the District, and excessive or improper absences and/or tardiness create a hardship on the District, its students, and staff. Staff members who are ill should take provided leave in order to ensure the overall health and wellness of the school community.

Absences and Tardiness: Absences and tardiness may be considered excessive or improper under conditions such as, but not limited to the following:

- The absence or tardiness results in an employee exceeding the number of leave days allotted to him/her;
- A 9-month employee's absences exceed 12 days within a school year; a 10-month employee's absences exceed 13 days within a school year; or a 12-month employee's absences exceed 20 days in a calendar year; or the absences create a hardship on the District;
- An employee's tardiness creates a hardship on the District;
- The absence/tardiness was not requested by the employee and/or was not approved by the appropriate supervisor, which includes a "no-call-no-show" situation;
- The employee provides incomplete or inaccurate information regarding the reason for the need for leave or tardiness, or fails to respond completely or appropriately when directed to provide supporting documentation;
- The employee is absent from work, fails to contact his or her supervisor, and fails to adequately respond to the District's attempts to contact the employee. Under these circumstances, the District will consider this a resignation by the employee.

The District is entitled to dock an employee's compensation in the event that absences or tardiness are excessive or improper.

Procuring a Substitute Teacher:

For planned absences, a teacher must contact the building principal regarding substitute teacher arrangements at least 24 hours in advance. Whenever it becomes necessary for a teacher to be absent from school due to illness, the principal should be notified preferably by 6:30 a.m., but no later than by 7:00 a.m. that morning, and whenever possible arrangements should be made the previous day. This will allow the principal to secure the best substitute possible. It is the teacher's responsibility to provide the

substitute with a substitute packet (which has been filed in the office), instructions for the day written out in detail, and a copy of the lesson plans.

A substitute folder is to be provided by each teacher and kept in the office with the following information:

1. Daily schedule (up to date and readable).
2. Sequential narrative of daily procedures (I.E. 8:00-8:15 activities, lunch count procedures, reading charts, indoor and outdoor recess procedures--try to cover all the bases).
3. Updated Seating chart (unless name tags are on the desks).
4. Classroom discipline plan.
5. Description of where teachers' manuals are located.
6. Schedule of students who leave the classroom throughout the day.
7. Names of 1-3 reliable students who are familiar with the daily routine
8. Any student's medical information (allergies, etc.) that a substitute should be aware of.
9. A map of the school
10. Copy of the CRISIS Plan that includes all Evacuation procedures.
11. A back-up plan--a description of 3 learning activities with which students are familiar and require no preparation time (example: Directions for Quiz Bowl game to review a skill.)
12. Transportation List and dismissal procedures

Employee Leave: The following leaves will be provided to staff members, unless a contract for employment specifies other leave benefits, in which case the language in the contract of employment shall control. Regular part-time staff members shall receive leave benefits listed below on a pro-rata basis. Temporary or substitute staff members are not entitled to leave benefits unless specified at the time of employment or as required by law.

Employees who are members of the retirement system shall remain members during applicable periods of leave provided by District policy and under the law and shall receive creditable service in accordance with the law.

Employees who are employed full-time on a twelve-month assignment shall receive 14 days of paid time off (PTO). Employees who are employed full-time on a 10-month assignment shall receive 12 days of PTO. Employees who are employed full-time on a 9-month assignment will receive 11 days of PTO.

Any unused PTO accumulated in excess of 121 days will be reimbursed to the employee at the rates in the below table at the end of each school year, subject to all applicable taxes and other required deductions. Upon separation from the District, employees having five or more consecutive years of service in the District will be paid for unused leave days at the following rates:

Accumulated leave	Days 1-55	Days 56-121	Days 121 +
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8 hour/day or full time cert.	\$20/day	\$40/day	\$50/day
6-7 hour/day employee	\$15/day	\$35/day	\$40/day
4-5 hour/day employee	\$10/day	\$20/day	\$25/day

This provision will not apply to employees who are separated from employment for misconduct or violations of Board Policies or who are otherwise not in good standing with the District. Payment for unused PTO is subject to Board approval.

The following provisions also apply to PTO:

- Absences of more than one hour through four hours shall be counted as a half-day of paid leave. Absences of more than four hours shall be counted as a full-day of paid leave.
- Paid leave may be used for:
 - The conducting of personal business which cannot be conducted on other days off or on a weekend.
 - An employee’s own illness, injury, or incapacity. (FMLA leave requirements may apply.)
 - The illness, injury, or incapacity of an employee’s immediate family member. (FMLA leave requirements may apply.)
 - Sick leave cannot be applied to the period of leave an employee receives Workers’ Compensation benefits for time off due to work-related injuries/illnesses.
 - The illness, injury, or incapacity of an individual who is not an employee’s immediate family member, upon approval by [insert title of administrator.
- Employees must request to use paid leave through an administrator (the building principal or Superintendent).
- Absent exceptional circumstances approved by the Superintendent, paid leave may not be used during the first week of school or prior to or following a school holiday or vacation. An employee must receive prior approval from the building principal and/or Superintendent for any leave used after May 1. The Superintendent may restrict personal leave at other select times.

Vacation: Full-time 12-month professional staff members will receive 5 days of vacation time per school year. Requests for vacation time must be submitted to the building principal or Superintendent prior to the date of the anticipated vacation and are subject to approval based on the needs of the District and the timing/duration of the requested vacation. Vacation cannot be applied to the period of leave an employee receives Workers’ Compensation benefits for time off due to work-related injuries/illnesses.

Bereavement Leave: An employee is entitled to 5 days of paid leave upon the death of a member of the employee’s immediate family, or if not a member of the employee’s

immediate family, the approval of building principal or Superintendent. The District may request verification of the need for bereavement leave.

Holidays: The District may grant paid or unpaid holidays in accordance with the school calendar adopted annually or later modified by the Board of Education.

Professional Leave: Employees may be provided with leave to attend professional development activities that are approved by an employee's supervisor.

Pregnancy, Childbirth, and Adoption Leave: For employees who are not eligible for FMLA leave, the District may grant up to six weeks of leave for the birth, first year care, adoption, or foster care of a child. Employees must provide notification of the need for leave and the requested amount of leave, at least 30 days in advance when possible and practical. An employee may use any combination of accrued leave or unpaid leave during this period of time. Pregnant employees who need more than six weeks of paid or unpaid leave for medically-required, pregnancy-related leave, either before or after the birth of a child, must provide certification from a healthcare professional for such leave, which is subject to approval by the District and in accordance with any applicable laws.

This provision does not grant an employee leave which extends beyond a period of contracted employment. This provision does not apply to employees who are eligible for FMLA leave. This provision does not apply to an employee who would be eligible for FMLA leave but has exhausted available FMLA leave for a given 12-month period.

Other Categories of Leave: All employees are entitled to certain leaves as required by law, including:

- *Civil Air Patrol Leave:* Employees who are members of the Civil Air Patrol shall be granted unpaid leave in order to perform duties as required by law. The District may request that the employee be exempt from responding to a specific mission.
- *Coast Guard Auxiliary Leave:* Employees who are members of the United States Coast Guard Auxiliary shall be granted unpaid leave in order to perform duties as required by law. The District may request that the employee be exempt from responding to a specific mission.
- *Crime Victim Leave:* An employee shall not be required to use vacation, sick, or personal leave, in order to comply with a subpoena to testify in a criminal proceeding, to attend a criminal proceeding, or to participate in the preparation for a criminal proceeding, when the employee is the crime victim, is a witness to the crime, or has an immediate family member who is the victim of the crime being prosecuted.
- *Election Leave:* The District will not terminate, discipline, threaten or take adverse actions against an employee based on the employee's service as an election judge. An employee who is appointed to serve as an election judge may, on Election Day, be absent from his or her employment for the period of time that the election authority requires the employee to serve as election judge. Employees must notify employers at least seven days prior

to an election that they will be absent from work on Election Day due to service as an election judge.

- *Firefighter Leave:* The District will permit employees to use available leave, other than sick leave, or unpaid leave, for time required to respond to an emergency when the employee is performing duties as a volunteer firefighter, as defined under the law. The District requires documentation from the volunteer fire department's supervisor to support the need for each such absence. Employees who meet the legal definition of "volunteer firefighter" shall not be terminated from employment for joining a volunteer fire department or for absences required for responding to an emergency.
- *Leave to Vote:* Any employee eligible to vote, who does not have three successive hours free from employment with the District while the polls are open will be granted leave for up to three hours while the polls are open to allow an employee to vote if the employee makes the leave request prior to the date of the election. The District may specify the three-hour time period during which the employee is entitled to take leave. The District will not subject the employee to any penalty or discipline, or deduction from salary or wages when a timely request for leave to vote is made.
- *Military Leave:* Employees will be granted military leave pursuant to Missouri state law and the Uniformed Services Employment and Reemployment Rights Act of 1994. Employees who require military leave must provide the District with required documentation in order for the District to process the requested leave.
- *Jury Duty Leave:* Employees are entitled to 10 days of paid leave for required appearances associated with federal or state jury duties. Remuneration received for service will not be reimbursable to the district but will remain the property of the individual employee. Absences in excess of ten days will be handled on an individual basis by the superintendent. The District will not terminate, discipline, threaten or take adverse actions against an employee on account of the employee's receipt of or response to a jury summons.

Family and Medical Leave: The District will provide leave to employees as required under the Family and Medical Leave Act (FMLA) in accordance with federal law, and provide all other types of leave protected by state and/or federal law. It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

To be eligible for FMLA leave benefits, an employee must:

1. Be employed at a worksite where 50 or more employees are employed by the District within 75 miles of that worksite;
2. Have been employed by the District for at least 12 months; and

3. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.

An eligible employee may qualify for up to 12 workweeks of FMLA leave within a 12-month period for the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care, within one year of the birth/placement.
 - Birth and bonding leave must be taken as a continuous block of leave.
- To care for a spouse, son, daughter, or parent who has a serious health condition;
 - "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- An employee with a "serious health condition" is "unable to perform the functions of the position" where the health care provider finds that the employee is unable to work at all, or is unable to perform any one of the essential functions of the employee's position. An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. Employees may be required to present a fitness for duty to return to work.
- Employees may be entitled to qualifying exigency leave under the FMLA arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.
 - Eligible employees may take FMLA leave for a qualifying exigency while the military member is on covered active duty, call to covered active duty status, or has been notified of an impending call or order to covered active duty.
 - Qualifying exigencies may arise when the employee's spouse, son, daughter, or parent who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty. For purposes of qualifying exigency leave, an employee's son or daughter on covered active duty refers to a child of any age.

The District shall use the following established 12-month period to measure FMLA eligibility: July 1st – June 30th. Employees must notify the District of the need for leave and the reasons for leave so the District is able to make a FMLA eligibility determination.

If the leave is foreseeable, employees are required to request leave 30 days in advance, by specifying the reasons for leave, the anticipated start date of the leave, and the anticipated duration of the leave. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances. In the case of leave for a qualifying exigency, the employee must give notice of the need for such leave as soon as possible and

practical, regardless of how far in advance the leave is needed. A failure by an employee to provide required notice may result in a delay or a denial of FMLA leave.

The District will comply with procedures required under FMLA regarding notification of eligibility, rights, and responsibilities. The District will provide written notice to an employee if leave is designated as FMLA leave based on employment status and the reason for leave. The employee will be provided this notice within five (5) business days of the District receiving sufficient information to make an eligibility determination. If ascertainable, the notice will notify the employee of the time that will be counted against the employee's FMLA leave allotment.

The District may require an employee requesting FMLA leave to submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the employee's own serious health condition. If requested, a response is required to obtain or retain the benefit of FMLA protections. Failure to submit a timely, complete, and sufficient certification may result in discipline, up to and including termination of employment or in a denial of an FMLA request. At least 15 calendar days will be provided to the employee to obtain a sufficient and complete certification. Certifications that are incomplete will be required to be updated as permitted by and within the timelines allowed under the law.

The District will apply all appropriate paid leave to an FMLA absence. Upon the exhaustion of applicable paid leave during a period of FMLA leave, the remaining FMLA-qualifying absences will be unpaid. If the employee is absent due to an injury/illness that is designated as a Workers' Compensation related issue that would also qualify as a serious health condition under FMLA, the absence will also be designated as an FMLA absence. The District may designate FMLA leave retroactively. When both spouses are employed by the District, eligible for FMLA leave, and wish to take FMLA leave for the same qualifying event, the leave will be limited to a total of 12 workweeks during a 12-month period between the two spouses for the relevant qualifying event. The total taken by an individual employee will count against the individual employee's 12 workweek availability, should a separate FMLA qualifying event arise during the applicable 12-month period.

FMLA leave may be taken intermittently as required by law.

For eligible instructional employees who require intermittent or reduced schedule leave of more than 20 percent of instructional time, and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, including teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired, the District may require the employee to take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment or transfer temporarily to an available alternative 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. Additionally, if an instructional employee is scheduled to return from FMLA leave near the end of a school term, the District may choose to require the employee to prolong his

or her leave until the beginning of the next term, in accordance with the law regarding this option under FMLA. Any leave that the District requires an employee to take between the time the employee is able to return to work and the beginning of the next term is unpaid, but shall not be charged against the employee's annual FMLA leave entitlement.

During a period of FMLA leave, employees are entitled to continue participation in the District's health plan for the period of protected leave. The District may require the employee to repay the District's share of the premium payment if the employee fails to return to work following the FMLA leave unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA-qualifying medical condition.

Employees who take FMLA leave may return to the same or an equivalent position with equivalent pay, benefits, and working conditions, upon return from leave as required by law. The District has discretion to determine what assignment is appropriate based on certification, qualifications, and what is in the best interest of students of the District and the consistent operation of the District.

Employee Benefits E-120-E

Benefits, including various insurance benefits, are offered by the District to qualifying professional and support staff members as part of compensation packages. Employees may receive additional information regarding benefits by requesting it from the Superintendent or designee. The following benefits are made available and may be fully or partially paid by the District or offered to the employee at cost:

1. Health insurance or a group health plan
 - Full-time eligible employees may receive the group health plan or District-sponsored health insurance approved by the Board of Education. These plans and eligibility will comply with state and federal law. To be eligible, the employee must be one who is reasonably expected to work 30 or more hours per week, on average.
 - The District will ensure that any health plan offered is compliant with state law regarding the eligibility of individuals who retire from the District and who are eligible to receive benefits from PSRS and/or PEERS. This eligibility shall also extend to qualifying spouses and children. Qualified individuals who elect to enroll post-retirement must pay required premiums and are required to enroll within one year from the date of retirement.
 - The District will comply with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requirements, and allow for continuing health insurance coverage as required by law. Employees will be provided by COBRA notices as required by law. Employees who elect to continue coverage after a qualifying event shall be responsible for the payment of premiums.
2. Vision insurance
3. Dental Insurance
4. Life insurance

5. Cafeteria plan
 - If the District provides health insurance coverage and pays for any portion of the premium, the District will establish a premium-only cafeteria plan as permitted under federal law, 26 U.S.C. Section 125. This shall not be required if the District offers health insurance through any self-insured or self-funded group health benefit plan of any type or description.
6. Other benefits approved by the Board
 - Advanced degree reimbursement – District reimbursement for teachers for graduate credit hours earned will be limited to total reimbursement of \$1,000.00 for the school year. Maximum reimbursement per teacher will be \$75 per hour for 3 hours totaling \$225. The amount could be less, depending on how many teachers apply for reimbursement during the school year. Reimbursement per teacher will be calculated and paid during the month of June. Courses must be approved in advance by the Superintendent, teachers must make a grade of “B” or higher, and provide a grade card or transcript prior to reimbursement. Documentation must be presented to Central Office within 20 days of completion of the class to be eligible for reimbursement. Teachers must be under contract to Sweet Springs R-7 for the succeeding school year to be eligible for reimbursement. Classes must be taken during the current school year to be eligible (in this case, between June to May).

Employee Health and Safety E-125-E

The District seeks to provide safe working conditions for all staff members. Staff members are required to comply with all safety guidelines and directives provided by District policy, job descriptions, and as provided by supervisors and administrators of the District. Staff members will be trained on health and safety. Staff members must report all conditions that threaten the health or safety of staff members or students of the District to the administration.

Staff members whose job descriptions set forth certain physical requirements may be required to provide documentation which indicates the ability to perform such duties in accordance with the law. Similarly, the District will make medical inquiries regarding employees in accordance with the law. Drivers of District transportation, whether directly employed by the District or through a contracted service provider, must upon hire and thereafter biennially, file a statement from the medical examiner within the District confirming that the individual meets the physical qualifications to operate District transportation for the purpose of transporting students.

The District will provide reasonable accommodations to employees as required under the Americans with Disabilities Act (ADA) and otherwise comply with other applicable provisions of the ADA.

Workers' Compensation

An employee of the District who is injured, killed or who is exposed to and contracts an occupational disease arising out of and in the course of employment is eligible for

compensation in accordance with Missouri Workers' Compensation Law and District policy.

Employees are required to report all workplace injuries immediately to his or her immediate supervisor by submitting a written incident report. Injury reporting forms are located in each building's nurse's office. The nurse will assist the employee with completion of the written incident report as soon as possible in the event that the nurse is aware of the incident and if the employee is unable to complete the incident report due to the nature of the injury or illness. Employees who fail to notify the District within 30 days may jeopardize their ability to receive compensation, and any other benefits under the law and District policies and rules.

The District may designate medical providers for Workers' Compensation evaluations, claims, and treatment. If the employee desires, he or she shall have the right to select his or her own physician, surgeon, or other such requirement at the employee's own expense.

An employee may experience reduced benefits in the event that an employee fails to comply with safety rules, guidelines, or directives adopted by the District or if the employee fails to use safety devices provided by the District.

If an employee fails to obey the District's drug-free workplace rule or any other District policy or rule related to the use of alcohol or non-prescribed controlled substances, an employee may experience reduced benefits or the loss of benefits as set forth under the law if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled drugs. District administration may require an employee who reports an injury to undergo post-injury testing for alcohol or non-prescribed controlled substances in accordance with the law. A refusal to submit to a test will result in the loss of benefits and may result in disciplinary action, up to and including termination of employment.

An employee is disqualified from receiving temporary total disability during any period of time in which the claimant applies and receives unemployment compensation. If the employee is terminated from employment based upon the employee's post-injury misconduct, neither temporary total disability nor temporary partial disability benefits are payable under the law.

Employees are not permitted to use paid leave for absences during a period when an employee receives any Workers' Compensation wage benefits. The District will apply paid leave, if available, to the first three (3) days of absence, if the total absence is less than 14 days, upon receipt of confirmation that an employee will not receive Workers' Compensation wages for those days. The District will require an employee to use any of the employee's accumulated paid leave, personal leave, or sick leave to attend to medical treatment, physical rehabilitation, or medical evaluations during work time. If no paid leave is available, such leave will be granted as unpaid leave. Employees who are absent due to a Workers' Compensation qualifying injury or illness and are receiving wage benefits during that period of time will not lose accrued leave for such absences.

Drug Free Workplace E-130-E

The District does not tolerate the use, manufacture, distribution, sale or dispensation of controlled substances, alcohol, or unauthorized prescription medications by employees of the District in any District setting, including but not limited to: District property, District transportation, vehicles approved for the transport of students to or from school-related activities or programs, off-campus sites being used for any District-sponsored or District-approved activity, program, or event where students are under the supervision of the District, or in any setting where an employee is engaged in District business that requires the supervision of students or involves the presence of students. The District does not allow employees to be present in any District setting described above while under the influence of any controlled substance, alcohol, or unauthorized prescription medication, even if such substance was consumed prior to the employee before entering a District property or activity. All employees of the District are required, as a condition of employment, to comply with these rules. Information regarding the negative health and safety effects of drug use and alcohol abuse is available through the District's central office.

Drug and Alcohol Testing: In accordance with the District's commitment to a drug and alcohol-free workplace, the District will make every effort to ensure that employees are not under the influence while engaging in their employment. The information included in this Employee Manual serves as notice to all staff members of the District's drug and alcohol testing procedures.

If the District has reasonable suspicion that a staff member is under the influence of alcohol or a controlled substance in violation of these rules, the District may require an employee to submit to an alcohol and controlled substances test. Employees who exhibit signs of being under the influence of a prohibited substance just before, during, or just after the period of the workday may be subject to reasonable suspicion testing. Additionally, staff members who operate District transportation are required to undergo testing as required by law. Drivers of District transportation, whether employed by the District or a third party contractor, are prohibited by law from using alcohol within four (4) hours of reporting for duty. Drivers who are required to take a post-accident test are prohibited from using alcohol for eight (8) hours following any such accident or until the driver undergoes the test, whichever comes first.

Supervisors of employees who have reasonable suspicion that an employee is under the influence of alcohol or drugs in the workplace are required to immediately report such condition to the Superintendent or designee. The Superintendent/designee will determine if testing is appropriate and if so, direct the employee at issue to submit to a mandatory test. Testing will be conducted at an appropriately qualified facility with collection procedures that are industry standard.

If the District employs its own drivers for District transportation who are "operators of commercial motor vehicles", the District will comply with federal requirements regarding drug and alcohol testing, including the implementation of pre-employment drug screening, and reasonable suspicion, random, and post-accident testing at

laboratories certified by the U.S. Department of Health and Human Services, and shall notify all drivers covered by federal requirements of such procedures. If the District contracts with a third party for transportation services, the District will require by contract with such third party that the contractor comply with all guidelines of the Omnibus Transportation Employee Testing Act and applicable state reporting requirements.

Employees who test positive for controlled substances or alcohol and employees who refuse to submit to a test or fail to comply with required testing protocol in order to obtain an accurate and/or timely specimen are in violation of this policy and are subject to disciplinary action up to and including termination of employment in accordance with District rules and District policies.

The District may refer any matter that may be a crime to the appropriate law enforcement agencies. Employees may be required to participate and complete counseling or rehabilitation programs if determined appropriate by the administration. A list of counseling, rehabilitation, and/or employee assistance programs available to employees can be located through the District's central office.

Alcohol and drug screening records shall be maintained confidentially with an employee's medical records and released only in accordance with the law. Employees who make a written request for a copy of records of an employee's drug or alcohol use, including test results, may receive a copy.

The District is required to report certain convictions to the U.S. Department of Education or other required federal agency. Employees must notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. The Superintendent is required to report any such conviction within ten (10) days after receiving notice from the employee or otherwise receiving notice of conviction, to any agency from which the District directly receives federal grant money. The District will take appropriate disciplinary action against employees with such convictions within 30 days.

If the District employs its own transportation service employees, the District will maintain records as required by law that relate to such drivers, and comply with all reporting requirements, including those set forth by the Missouri Department of Revenue, and to subsequent employers only as expressly requested in writing by the driver-employee.

Procedure for Drug and Alcohol Testing of Employees Other than Drivers:

1. If a supervisor has reasonable suspicion to believe that an employee is in violation of the District's drug-free workplace rules, the supervisor is required to reduce information and evidence of such violation to writing and immediately report the incident to the Superintendent or designee. The supervisor should note all physical symptoms, witness to symptoms, and other evidence.
2. The Superintendent/designee will determine if testing is appropriate.

3. Testing will be administered as soon as reasonably possible based on the circumstances. If testing is delayed beyond a reasonable period of time, the Superintendent or designee shall document the reasons for delay.
4. Testing will be conducted at an appropriately qualified facility with collection procedures that are industry standard. If such facility is not readily available or practical, the District may contact a law enforcement agency or personnel to conduct such testing.

Procedure for Drug and Alcohol Testing of Drivers: For the purposes of this procedure, the District's coordinator of drug and alcohol testing programs for drivers shall be Superintendent.

The following terms are defined below for the procedure for testing of drivers:

Alcohol - Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

Driver - Any person who operates a commercial motor vehicle, including full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers; and independent, owner-operated contractors. Driver includes a person applying for a position that involves the driving of a commercial motor vehicle.

Drug - Marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites and phencyclidine (PCP).

Qualified Supervisor - An employee or driver supervisor who has completed at least 60 minutes of training on the symptoms of alcohol abuse and another 60 minutes of training on the symptoms of controlled substances use (120 minutes in total). The purpose of this training is to teach supervisors to identify circumstances and indicators that may create reasonable suspicion that a driver is using or under the influence of alcohol or drugs, supporting referral of an employee for testing.

Reasonable Suspicion - Specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of an employee.

Safety-Sensitive Function - A driver is considered to be performing a safety-sensitive function from the time a driver begins to work or is required to be ready for work until the time the driver is relieved from work and all responsibilities for performing work. Safety-sensitive functions include time spent waiting to be dispatched, inspecting, servicing, or conditioning a commercial motor vehicle, time spent at the driving controls, any time spent in the commercial motor vehicle, time spent loading, unloading, or supervising loading or unloading of the vehicle, and time spent servicing or awaiting the service of a disabled commercial vehicle.

Substance Abuse Professional - A person who evaluates employees who have violated a Department of Transportation (DOT) drug and alcohol program regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Testing - Testing will be conducted in accordance with federal law by facilities that meet applicable federal standards.

Pre-Employment Tests: Driver applicants are required to undergo pre-employment testing prior to performance of safety-sensitive functions and the District must receive a verified negative result. Prospective employees are required to submit to testing. Refusal to do so will disqualify an individual from employment. Current employees transferring from a non-safety-sensitive function into a safety-sensitive position are also required to undergo pre-employment testing.

Post-Accident Tests: All drivers will be trained on the requirement and procedures for post-accident testing. Drivers are required to comply with federal regulations and District procedures regarding testing.

- Post-accident tests will be administered as soon as practicable after any accident when there is:
 - A human fatality, regardless of whether a citation is issued to the driver;
 - Bodily injury resulting in medical treatment away from the scene of the accident when a citation is issued to the driver;
 - Disabling damage to a vehicle requiring a tow away when a citation is issued to the driver;
- The District may, in its discretion, require all drivers to submit to testing after any accident when the driver was performing a safety-sensitive function.
- Tests for drugs must be administered within 32 hours following the accident and tests for alcohol should be administered within two (2) hours and must be administered within eight (8) hours following the accident.
- Post-accident testing shall be conducted in accordance with federal law and regulations. Failures to comply with federal regulations relating to post-accident testing shall be documented by the District's coordinator and any required report shall be submitted to the DOT.
- Post-accident testing done by law enforcement officials shall meet post-accident testing requirements if the results are provided to the District.

Random Testing: The District will conduct random drug and alcohol testing of drivers. Random alcohol testing will be conducted just before, during, or just after an employee's performance of safety-sensitive duties. Random testing for drugs may occur without regard to proximity to the performance of safety-sensitive functions. Drivers will be selected by random process, and each driver will have an equal chance of being selected and tested for a given round of random testing. All random testing will be in accordance with federal regulations. A failure to submit to a random test or any interference with a test by the employee will result in discipline up to and including termination.

Reasonable Suspicion Tests: The District will conduct reasonable suspicion drug and alcohol testing in accordance with federal regulations. Any qualified supervisor who has reasonable suspicion to believe that a driver has violated the alcohol or drug prohibitions of the District shall initiate the procedure for testing, beginning with documenting the basis for reasonable suspicion. Final documentation of the basis for reasonable suspicion shall be signed and filed with the appropriate District administrator by the qualified supervisor within 24 hours of the basis for reasonable suspicion or prior to the results of the test being released, whichever is earlier. Reasonable suspicion alcohol testing requires that observations are made just before, during or just after the period of the work day when the driver must comply with alcohol prohibitions. The qualified supervisor who makes a reasonable suspicion determination is prohibited from administering the test itself.

Return-to-Duty Tests: Any driver who is not terminated as a result of a positive test must receive an evaluation from a substance abuse professional at the employee's expense and successfully pass an alcohol or drug test before the driver will be permitted to perform safety-sensitive duties. The substance abuse evaluation must be conducted in accordance with federal law and by a properly credentialed substance abuse professional.

Follow-Up Tests: If a driver has violated the prohibited drug and alcohol rules, the driver shall be required to take a drug and/or alcohol test before returning to safety-sensitive functions for the District. The driver shall be subject to unannounced follow-up testing at least six (6) times in the first 12 months following the driver's return to active safety-sensitive service.

Within ten (10) days of the determination of a failed test by a driver, the Superintendent shall notify the director of the Missouri Department of Revenue of any driver who has failed to pass any drug or alcohol test administered pursuant to District procedures. All information required by the Missouri DOR shall be provided by the District in accordance with the law.

Professional Development for Employees E-135-E

The District's Professional Development Committee (PDC) is responsible for:

- a. Working with beginning and experienced teachers to identify instructional concerns and remedies;
- b. Serving as a confidential consultant upon a teacher's request;
- c. Assessing faculty needs and developing learning opportunities for staff;
- d. Presenting to the proper authority faculty suggestions, ideas and recommendations pertaining to classroom instruction.

Staff members who wish to attend a conference or other professional development opportunity must first fill out the professional development form available in each building's administrative office and in the office of the Superintendent. This form must be sent to someone on the PDC and will be reviewed by the PDC for approval or denial. If the PDC approves the request, it must then be approved by the building principal and the Superintendent before registration and payment will be provided.

Evaluation of Employees E-140-E

Annually, the District shall complete evaluations of professional staff members.

Effective teacher evaluation and supervision is an essential part of the total instructional program. The performance-based evaluation procedures in place will be a continuous process which relates directly to on-the-job performance. Evaluation would be a cooperative effort among the Board of Education, administration, and teaching staff aimed at the accomplishment of a primary objective; that being the facilitation and improvement of classroom instruction.

Improving students' learning requires the improvement of the effective practice of those teaching in classrooms and providing leadership in schools. As such, Missouri's new Educator Evaluation System focuses on the formative development of teachers and leaders. More information about teacher evaluations is available through DESE's website at: <https://dese.mo.gov/teacher-evaluation> or through your building's administrative office.

Support staff members will be evaluated on an annual basis. This evaluation form is available in the building's administrative office.

Employees will receive a copy of their evaluation, and a copy will be placed in each employee's personnel file.

Resignations of Employees E-155-E

All resignations must be submitted to District administration in writing by the employee. Written notice of resignation shall indicate the effective date of the resignation and provide a reason for resignation.

Employees with Contracts of Employment: Probationary teachers, administrators, and other employees with contracts of employment may submit resignations effective at the end of the term of their contracts. Tenured teachers may resign prior to June 1st each year. Such resignations are effective upon Board approval and may not be withdrawn thereafter, absent Board approval for withdrawal.

Employees with contracts of employment who wish to resign during the term of their contract of employment, or after a contract has been executed, will not be released from the contract unless the Board of Education approves the resignation. Only the Board has the authority to approve a resignation and release an employee from a current contract of employment. The Board will review requests for release from contract on a case-by-case basis and may decline to release an employee until a suitable replacement is recommended by the Superintendent. Employees seeking release from contracts of employment should include extenuating circumstances to be considered by the Board as reasons for release.

The District may elect to pursue available legal remedies in the event that an employee breaches his or her contract of employment, including, but not limited to, civil monetary remedies, and seeking the discipline or revocation of an employee's professional certificate/license.

Liquidated Damages: The District has adopted liquidated damages in order to recover the costs associated with substitute employment, locating and training replacements for the departing staff members. Teachers may be released from their contract for the next school year prior to June 1st without penalty if a suitable replacement is found and the Board approves of the resignation. Any resignation received after June 1st must be accompanied by liquidated damages. Actual damages related to such circumstances are not ascertainable, therefore, the following reasonable estimates of such damages is as follows: 10% of the next year's contract. Any fringe benefit paid by the Board must also be reimbursed.

Employees must submit the applicable amount of liquidated damages in the form of a cashier's check at the time their written resignation is submitted to District administration. The Board is not required to release an employee simply by virtue of submission of the resignation and liquidated damages check.

Employees without Contracts of Employment: Employees without contracts of employment may resign by providing written notice of resignation to District administration. Such resignations are considered accepted by the District upon receipt by any District administrator or supervisor and cannot be withdrawn unless authorized by the Superintendent. The Superintendent shall report resignations to the Board of Education at the next regular meeting.

Retirement

For information about retirement, the Public School Retirement System, or the Public Education Employees Retirement System, please contact Brenda Martin, Secretary to the Superintendent.

Termination of Employees E-160-E

Probationary teachers, tenured teachers, and administrators shall be non-renewed and terminated in accordance with the law.

The Superintendent has the authority to terminate staff members who are not under contracts of employment.

Non-certified employees with contracts of employment shall be terminated in accordance with the terms set forth in the contract of employment and in accordance with procedures developed by District administration.

The District reserves the right to take additional action against staff members who have been terminated, including initiating proceedings for the discipline or revocation of professional licenses or certificates, pursuing criminal charges and/or civil or other administrative remedies available under the law.

Reductions in Force E-165-E

The District may place tenured teachers on an involuntary leave of absence without pay when the Board determines that such action is necessary because of a decrease in pupil enrollment, District reorganization, or the financial condition of the District. Procedures used shall be in accordance with the law.

Administrative Leave E-170-E

The Superintendent or designee has the authority to place staff members on administrative leave in accordance with the law.

Staff Conflict of Interest E-175-E

All staff members are required to comply with the laws regarding conflicts of interest. Staff members are also required to avoid the appearance of a conflict of interest. All staff members must comply with federal laws and regulations related to purchases made with the use of federal funds. Staff members will comply with all laws regarding purchasing involving businesses with which an employee is associated.

In addition to specific requirements related to purchasing, all District staff members are prohibited from engaging in the following:

1. Acting or refrain from acting by reason of any payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to him/herself or any third person, including any gift or campaign contribution, made or received in relationship to or as a condition of the performance of an official act;
2. Use of confidential information obtained in the course of or by reason of his employment in any manner with intent to result in financial gain for himself, his spouse, his dependent child in his custody, or any business with which he is associated;
3. Disclosure of confidential information obtained in the course of or by reason of his employment or official capacity in any manner with intent to result in financial gain for him/herself or any other person;
4. Favorably acting on any matter that is specifically designed to provide a special monetary benefit to such employee or his/her spouse or dependent children;
 - *Special monetary benefit* - Being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.
5. Attempting to influence any District financial decision, or use his/her position to influence any student or parent/guardian financial decision, that may result in financial gain to the employee, the employee's spouse, the employee's dependent children, or businesses with which they are associated, unless authorized by the Board of Education;
6. Accepting gifts of substantial value (\$100 or more) from vendors, individuals students/parents/guardians, or subordinate employees;

7. Using his/her decision-making authority for the purpose of obtaining a financial gain which materially enriches him/herself, his/her spouse or dependent children by acting or refraining from acting for the purpose of coercing or extorting from another anything of actual pecuniary value;
8. Offering, promoting, or advocating for a political appointment in exchange for anything of value to any political subdivision;
9. Attempting to trademark, patent, copyright, or claim ownership interest in, or accepting, or requesting from the District, royalties, licensing fees or other compensation for, any intellectual property created by the employee in his/her capacity as an employee of the District and/or with the use of any District resources, unless prior authorization is received by the employee from the Board of Education.

*District staff are prohibited from providing to students of the District using any District resources.

Further, administrative and executive employees are prohibited from performing any services during the time of his or her office or employment for any consideration from any person, firm or corporation, other than the compensation provided for the performance of his or her official duties, by which service he or she attempts to influence a decision of the District. Additionally, administrative and executive employees of the District are prohibited from performing any service for compensation by which they attempt to influence a decision of the District for one year after the termination of their employment with the District.

Employee Conduct E-180-E

The District requires that all staff members adhere to a standard of professional conduct that promotes the safety and well-being of the students of the District and upholds the mission statement of the District. These rules are included in the Employee Manual.

1. Comply with directives of supervisors and administrators of the District whether communicated verbally or in written form.
2. Review, become familiar with, and adhere to all District policies and all components of the Employee Manual.
3. Comply with all duties listed in a staff member's job description.
4. Comply with all state and federal laws applicable to a staff member's job duties.
5. Properly supervise all students.
6. Communicate with students, parents/guardians, and patrons in a professional manner and using methods directed by the administration.
7. Communicate with fellow employees of the District in a professional and respectful manner.
8. Refrain from the use of profanity and inappropriate language.
9. Comply with all timelines and deadlines associated with an employee's job duties.
10. Maintain all required records. Do not falsify records maintained by or submitted to or on behalf of the District. Employees are required to maintain the integrity and accuracy of electronically stored information and data.

11. Maintain and operate all school property with care. Do not utilize school property or resources, including technology, for personal use. Return school property as directed.
12. Provide proper supervision for students during school and school activities.
13. Comply with all written safety guidelines. Report any dangerous conditions to a building administrator or supervisor who has the responsibility for addressing the condition.
14. Dress in a manner that is professional and appropriate for the staff member's job duties.
15. Maintain the confidentiality of student records/information, personnel records/information, and other secure data as required by District policy, the law, and any administrative directives.
16. Attend all required meetings, activities, and events as directed by an employee's supervisor or administrator.
17. Report to work and leave work as specified in the staff member's job description and as specified by a staff member's supervisor/administrator.
18. Comply with all laws related to campaigning including:
 - a. Teachers must refrain from participating in the managing of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
 - b. Refrain from the use of any time during the working day for unlawful campaigning purposes or activities.
 - c. Refrain from the use of District funds or resources to advocate, support, or oppose any ballot measure or candidate for public office.
19. Report to the Superintendent if the employee is charged, convicted, pled guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of imposition of sentence. This report must be made as soon as possible, but in no event later than two (2) business days after the event.
20. Refrain from directing any student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as such emblem, insignia, or garment is worn in a manner that does not promote disruptive behavior.
21. Refrain from strip searching any student except as expressly permitted by law. Pursuant to state law, any employee who strip searches a student in violation of law must be immediately suspended without pay and may be terminated.

Employee-Student Relations E-185-E

All staff members of the District are expected to communicate with students in a professional manner and maintain appropriate boundaries and relationships with students. The standards set forth below apply to any interactions staff members may have with students of the District or students of other schools. These rules are not comprehensive, therefore any inappropriate interaction a staff member has with a child may result in disciplinary action against the staff member. Staff members are required to avoid interactions or situations which may lead to an appearance of impropriety or which could give rise to allegations of an inappropriate relationship.

Interactions and communications with students should be related to the educational relationship between a staff member and a student. It is common for employees to have contact with students in appropriate settings outside of the school environment and context through familial ties, community groups and activities, and commercial endeavors. Even in such settings, employees must comply with the rules provided herein and otherwise maintain appropriate boundaries and relationships.

Employees are strictly prohibited from engaging in certain conduct, which includes, but is not limited to:

1. Making sexual advances toward a student.
2. Touching students in a sexual manner.
3. Communicating with students regarding topics that are sexual or romantic in nature outside of the District's approved curriculum unless such communication is part of an administrator's or designee's investigation into sexual harassment, sexual abuse, or violations of the District's disciplinary code.
4. Communicating with students regarding the employee's own sex life or love life.
5. Engaging in or planning a romantic relationship with a student or former student of the District.
 - a. For the purposes of these rules, the District considers any relationship that occurs within 180 days of graduation or of a student leaving the District as indicative of a failure to maintain appropriate boundaries during the period of time the individual would have been a student of the District.
6. Engaging in conduct that would violate District Policy C-130-P.
7. Associating with students in any setting where students are provided or are consuming alcohol, tobacco, or drugs.

The following conduct is prohibited unless there is, in the discretion of the Superintendent, an educational reason, an emergency reason, or an appropriate familial relationship in place, for such conduct to occur:

1. Allowing a student to drive a staff member's vehicle.
2. Directing students to run personal errands for the staff member.
3. Inviting students to a staff member's residence or private property.
4. Being alone in a vehicle with a student without prior authorization from the staff member's supervisor.
5. Being present when students are in any state of undress.
6. Being in a room with a student with the door closed, a door locked, or the lights off.
7. Giving gifts, including but not limited to money, to individual student.

Electronic Communication with Students

The maintenance of professional boundaries between staff and students extends to all modes of electronic communication. The District may provide or prescribe certain methods of or platforms for communication for staff members to reach students and may restrict/prohibit other methods. Prior to using a particular method of electronic communication with a student or group of students, a staff member must seek authorization from his or her supervisor regarding the method/platform and the intended purpose. Once a method of communication is approved, the staff member

should only use electronic communication as often as required in order to achieve the approved purpose. Staff members may be required to include his or her supervisor on communications if directed to do so. Regardless of the mode, all communication must be for an educational reason. All electronic communication must occur between the hours of 6:00 a.m. and 10:00 p.m. Staff members who communicate with students via electronic methods either on District-owned or personally owned devices, may be required to provide copies of all communications with students immediately if so directed by a supervisor.

Any employee who is aware of a fellow employee's failure to maintain appropriate boundaries with a student is required to immediately report any such concern to the District's administration and/or the employee's immediate supervisor, and if applicable, comply with mandatory reporting requirements under the law. The District will provide annual training to staff members to ensure staff members are aware of these rules, signs of possible abuse, and reporting requirements under the law.

Personnel Records E-190-E

The District will maintain complete, accurate, and current personnel files for all employees of the District in accordance with the then-applicable Missouri Secretary of State's records retention schedule. The District will maintain records securely in accordance with any records-keeping recommendation practices made to the District by the District's auditors or the State Auditor.

Personnel records are maintained for the District's employment purposes and shall be confidential to the extent permitted by law. Individually identifiable personnel records, performance ratings, and records pertaining to employees, former employees or applicants for employment are closed records and not accessible to the public. Only employees and/or independent contractors of the District who are authorized by the Superintendent or designee may have access to personnel records. The District will provide access to personnel records to the District's legal counsel, to state and federal agencies with appropriate authority, pursuant to legal subpoenas and court orders, and when such records may be used to defend the District in legal actions.

Employees who wish to review their personnel file, with the exception of the ratings, reports and records created or obtained prior to the employment of an individual, including confidential placement papers and letters of reference, must submit a request at least 24 hours in advance to review such file during regular working hours and in the presence of the Superintendent or designee.

The District will release, in accordance with the law, the names, positions, salaries, and lengths of service of employees. Employment contracts are not confidential personnel records and must be released in accordance with the law.

Schools receiving Title I funding are required to notify parents/guardians of each student attending any such school that they may request information regarding whether the:

- Student’s teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
- Student’s teacher is under emergency or other provisional certification status.
- Student is provided services by a paraprofessional, and if so, the qualifications of the paraprofessional.

Employment References E-195-E

The Superintendent or designee is the individual designated by the Board to respond to requests from potential employers for information regarding a current or former District employee.

If a staff member is contacted by a prospective employer for a professional reference for a current or former staff member of the District, all District staff members are required to forward that request to the Superintendent.

Staff members may provide personal references for colleagues only if the staff member indicates within the reference that he or she is not speaking on behalf of the District. Staff members are prohibited from using District resources, including letterhead and District email accounts, for providing personal references. Personal references may not give the appearance of the endorsement of the District. District employees, contractors, and agents are prohibited from providing personal references or otherwise providing assistance in obtaining a new job to any other school, any employee, contractor, or agent who has been accused of sexual misconduct regarding a minor or a student. If employees have questions or concerns regarding this prohibition, they should contact the Superintendent for additional guidance.

The following information will be provided by the Superintendent or designee about current or former employees to any individual upon request:

- Name
- Position/s
- Salary
- Length of service

Further, the Superintendent or designee may, if applicable and in accordance with the law, respond in writing to a written request concerning a current or former employee from an entity or person which the Superintendent or designee reasonably believes to be a prospective employer of such employee and truly state for what cause, if any, an employee was discharged or voluntarily quit employment with the District. If a written response of this sort is provided by the District, the Superintendent or designee shall send a copy of the response that was sent to the prospective employer to the current employee or former employee at the employee’s last known address.

Additional factual information regarding an employee’s duties and work performance may be provided by the Superintendent or designee only if an employee has submitted a written consent.

As required by law, the District will disclose, to any public school that contacts the District about a former employee, information regarding any violation of the published regulations of the Board by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Board after a contested case due process hearing conducted pursuant to District policy. Further, if the District has previously employed any person whose job involved contact with children, and the District received allegations of sexual misconduct as provided in Section 566.083, RSMO, concerning the employee and, as a result of such allegations or as a result of such allegations being substantiated by the child abuse and neglect review board, the employee was dismissed or allowed to resign in lieu of termination, the District shall disclose the allegations of sexual misconduct when furnishing a reference for the former employee or responding to a potential employer's request. Additionally, if the District has previously employed any person about whom Children's Division has conducted an investigation involving allegations of sexual misconduct with a student and has reached a finding of substantiated and another public school contacts the District for a reference for the employee, the District shall disclose the results of Children's Division's investigation to the school.

Any District employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

Student-Related Information

Teaching about Religion I-115-E

Objective teaching about religion and religious beliefs is allowed. However, state and federal law prohibit the promotion of any particular religion or religious belief.

Only provide instruction regarding religion or religious beliefs that are included in the Board approved, District curriculum and curriculum guides. If a teacher wants to include instructional resources not indicated in the District curriculum and/or curriculum guides, it must be approved by the Building Principal before being used in the classroom.

Teaching about Human Sexuality I-120-E

General Requirements: Students will be provided instruction regarding human sexuality. Parents/guardians must be notified regarding the content of and their right to remove their student from any part of human sexuality instruction. Students may be separated by gender for instruction. All curriculum materials used in the District's human sexuality instruction will be available for review prior to its use in instruction. Additionally, the District will not allow any individual or organization to offer, sponsor, or furnish any materials or instruction relating to human sexuality or sexually

transmitted diseases to students if the individual or organization provides abortion services.

Required Components for Course Materials and Instruction: Any materials and instruction relating to human sexuality will be medically and factually accurate and developmentally appropriate for the students' age and grade. Further, materials and instruction will:

- Present abstinence as the preferred choice for unmarried people because it is the only method that is 100% effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity.
- Advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and pregnancy.
- Stress that sexually transmitted diseases are serious health hazards of sexual activity.
- Provide students with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
- Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases in a manner consistent with the provisions of the federal abstinence education law, emphasizing abstinence over sexual activity.
- Discuss the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
- Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the student has the power to control personal behavior.
- Encourage students to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others.
- Teach students not to make unwanted physical and verbal sexual advances or otherwise exploit another person, as well as to resist unwanted sexual advances and other negative peer pressure.
- Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the definition of statutory rape under Missouri law.
- Teach students about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and other instant messaging programs.

- Teach students how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing and Exploited Children’s CyberTipline.
- Teach students about the consequences, both personal and legal, of inappropriate text messaging, even among friends.
- Teach students about sexual harassment, sexual violence, and consent.

Special Education and Section 504 I-125-E

- When a teacher or other school personnel believe that a student may have a disability, they may refer the student to a problem-solving or multidisciplinary team.
- Classroom teachers must:
 - Know which students in your class have an IEP or a 504 Plan.
 - Personally review each IEP or 504 Plan.
 - Know which students have accommodations, modifications, or behavior plans.
 - Make a “good faith effort” to implement each IEP and 504 Plan.
 - Develop and implement lessons that facilitate the participation and learning of all students.
 - Collect data to demonstrate implementation of the IEPs and 504 Plans and document student performance.
 - Alert the special education or 504 case manager if there seems to be a lack of progress or great progress and share any changes in academic or behavioral performance.
- Students with disabilities who display conduct that warrants disciplinary actions may need or be entitled to protections and processes under the law. Speak with a student’s case manager or administrator in this situation.
- For questions relating to Special Education or Section 504, please contact:

Name: Tara Merrick
 Phone #: (660) 335-4860
 Email Address: tmerrick@sweetsprings.k12.mo.us

Promotion, Acceleration and Retention of Students I-185-E

Retention

- Notify the building principal or designee no later than October of any student that is at risk for failing to meet grade or course requirements for promotion or credit acquisition.
- The principal or designee and teacher will establish regular reporting periods to review the student’s progress (data, observations, etc.) and support strategies. Other educators will be included as appropriate.
- Intervention and support will be provided and impact data collected.

- Communication with the family regarding a student’s performance and the possibility of retention will occur no later than October and be continuous throughout the year. Communication will include face-to-face conferences. The principal or designee will be notified of any conferences, and other professionals included as appropriate.
- The principal, in collaboration with the teacher and other educators as necessary, will make a decision regarding retention. Summer school or tutoring may be offered as a condition of promotion.
- Written notification to the family will be provided and signed by the principal.

Acceleration

- Acceleration may be considered for a student who is working at an academic level above current placement.
- The teacher, in collaboration with other professionals as necessary, will provide enrichment opportunities for the student.
- If grade or subject area acceleration is considered, the teacher will notify the principal or designee to discuss the student, which will include but not be limited to, the student’s academic profile, social/emotional maturity, and options for acceleration. Acceleration is not a replacement for gifted programming.
- The teacher and principal or designee will meet with the family to discuss the student’s performance and acceleration options.
- The family must agree that acceleration is appropriate.

Assessment Program I-195-E

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student’s Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District website. In addition, the assessment plan is included in the Student/Parent handbook at the beginning of each year. The assessment plan is also available for review at the District office during standard business hours.

Test Security: All standardized and statewide testing must be secured, maintained, and administered in a manner that protects the integrity of the testing process. All staff involved in test administration are required to participate in training for administration and security procedures, including employees who are administering assessments to students receiving homebound instruction. Appropriate disciplinary action will be taken in the event that the security or integrity of the assessment program is compromised by a staff member.

Assessment Schedule

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student’s Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted

annually on the District's website. The assessment plan can be reviewed at: <http://sweetsprings.k12.mo.us/>.

Speakers at District Events I-205-E

All student and guest speakers who are part of class presentations, assemblies, ceremonies, or professional development sessions must be approved by a building administrator. Teachers are responsible for ensuring student and guest speakers are informed of and follow the established parameters.

Bullying, Hazing, and Cyberbullying S-185-E

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Bullying - 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 such acts.

Cyberbullying - Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinators: The building anti-bullying coordinator for each building is the building principal.

Reporting Bullying or Cyberbullying: District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Complaint Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Student Discipline S-170-E

The District is responsible for the care and supervision of students and holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities in order to ensure the safety of

all students and maintain an atmosphere where orderly learning is possible and encouraged. The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

Teacher Reporting Requirements

Teachers must report any assault to the principal and law enforcement. Any physical contact that produces actual (observable, even if slight) or potential harm (e.g., blow to the head without visible injury), should be reported to the principal. Teachers must report to the principal upon finding a student in possession of a weapon or controlled substance.

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. We expect and acknowledge that the majority of our students are respectful and well-behaved. However, to ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline policies.

Disciplinary Consequences

The following Discipline Matrix for addressing student misconduct is included in the Student Handbook:

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication or information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth	Using physical force, such as hitting, striking or pushing,

Degree	to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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 communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another

	person. Discriminatory or harassing conduct may be addressed under the District’s policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms	Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or

	dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, of other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.

Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

Corporal Punishment

Corporal punishment is defined as: “The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.” Corporal punishment is strictly prohibited as a method of discipline. However, reasonable force may be used, when necessary, for the protection of a student or others or property.

Seclusion, Isolation, and Restraint S-205-E

The District is committed to implement professionally accepted practices to protect the health and safety of students. Therefore, as required by law, District policy comprehensively addresses the use of restrictive behavioral interventions for behavior management and student discipline.

Only authorized personnel who have received annual training in de-escalation practices, professionally-accepted and appropriate use of physical restraint, appropriate use of isolation and seclusion, communication expectations and requirements with students and families about restraint and isolation, required documentation procedures and District policy, are permitted to implement restrictive behavioral interventions. All staff members are expected to review District policy to become familiar with the requirements and limitations associated with seclusion, isolation and restraint.

The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

Administration of Medication S-135-E

All student medication is to be kept in the health office whether it is prescription or over-the-counter. District personnel are not authorized to dispense any medication, including over-the-counter medication, without written permission from a parent or guardian and then, only designated, trained personnel are allowed to dispense medication or treatment in the health office. Students who are incapacitated due to a cast, crutches, sutures, or other conditions need a physician's note specifying the restrictions and duration of the restrictions. The school nurse can assist with obtaining clarification of physician orders. You will be notified by the nurse, IEP case manager, and/or 504 case manager when a student has a health condition that warrants specific accommodations. Any accommodations agreed upon via a health plan, IEP, or 504 Plan must be followed as written.

Students with Allergies S-145-E

The classroom is the most common area in which students experience an allergic reaction. Therefore, to protect the student, yourself, and others, employees should know which students have life-threatening conditions and their plans (IEP, 504 Plan, Emergency Action Plan (EAP), and Individual Health Plan (IHP)). Employees must follow the plans, especially attending to accommodations. Employees must also attend all required trainings and individual meetings for a particular student. A student who is feeling ill after exposure to a known allergen should not be sent to the health room or office alone or with another student. If necessary, request assistance from staff outside the classroom.

Administrators will identify who will inform parents of any school events and activities where food will be served other than during regularly scheduled meal/snack times or when other allergens may be present (classroom teacher, nurse, case manager, etc.). Foods or other potential allergens should not be offered to students without parental approval. Employees should not interpret food or product labels. Employees should encourage non-allergen and non-food activities, reward, and treats. Employees should educate, with written permission from the family of a student with allergies, the class and families of restrictions and precautions. All substitute plans should include any pertinent student information and procedures for students with a plan.

Reporting and Investigating Child Abuse S-160-E

Definitions:

Child abuse - Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control.

Child neglect – Failure by those responsible for the care, custody, and control of a child to provide the proper or necessary support, education, nutrition, or medical, surgical or other care necessary for a child's well-being.

Reasonable cause to suspect – Some reason to believe that a child may have been subjected to abuse or neglect; the employee does not need to have any sort of conclusive proof or validation.

Mandated Reporting: Missouri law classifies all staff as mandatory reporters of child abuse and neglect. School employees are required to report possible abuse or neglect regardless of whether the alleged perpetrator had “care, custody, or control” of the alleged victim. As mandated reporters, District staff are required to immediately report any child abuse or neglect they suspect or observe by calling the Abuse Hotline at 1-800-392-3738. A mandated reporter may also make a report of suspected child abuse or neglect to any law enforcement agency or juvenile office. However, such report does not take the place of reporting to Children’s Division (CD). When in doubt whether abuse or neglect may have occurred, err on the side of reporting.

The reporting requirements, as defined in law, are individual. Therefore, a teacher’s or employee’s supervisor should not make the hotline call to CD. The teacher or employee must make the call themselves. Teachers and other District employees should not be disciplined or discriminated against for reporting suspected abuse or neglect to the CD in good faith. If any school employee has reasonable cause to suspect that a student has been subjected to abuse or neglect, the employee should be provided immediate access to a phone and be temporarily relieved of other work duties, as necessary, in order to make the report.

If a student reports alleged sexual misconduct on the part of a teacher or other District employee to a District employee, both the employee and the Superintendent must report the allegation to CD. CD is required to investigate the report. Investigate allegations against an employee of the District for the purpose of making employment decisions.

Making a Report: When a report to CD is made, the following information will be required: names and addresses of the child and his parents or other persons responsible for care; child’s age, sex and race; nature and extent of the child’s injuries, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect to the child or siblings; name, age and address of the person responsible for the injuries, abuse, neglect, if known; family composition; source of the report; name, address, contact information, and occupation of the person making the report; actions taken by the person making the report; including any photographs taken and/or keeping the child; any other information that may be helpful. If CD declines to accept the report, log the name of the representative, the date, and the report made.

Student Records S-125-E

Student education records are official and confidential documents protected by the Family Rights and Privacy Act (FERPA). A student education record includes information such as date and place of birth, parent/guardian names and addresses, emergency contact information, enrollment and attendance records, academic records, special education records, discipline information, and health records.

A student record may also consist of notes or communication shared with one other individual that contains personally identifiable information regarding a student, including email, texts and other forms of information transmitted. Communication about a student must be consistently professional in all contexts.

Education records are requested and disclosed as required by law. Only District employees with a “need to know” have a right to certain types of a student’s education records, which may not be the same information dependent upon one’s role with the students. The District is required to document specific information associated with disclosing student records. When records are shared outside the District policy and procedures, it may create unmanaged risks for the District and the employee who shared information apart from approved procedures.

All records requests made to anyone in the District, unless it involves specific classroom assignments or activities, should be directed to and responded to by the building principal. Student records are addressed within District Policy S-125-P and in the Student/Parent Handbook.

Community, Finance, Facilities, and District Operations

Prohibition of Tobacco and Imitation Tobacco Products C-150-E

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Use of Recording Devices or Drones C-165-E

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, the following exceptions to this prohibition apply:

1. The District or designated agents of the District may make audio or visual recordings to provide security, to maintain order, for staff or preservice teacher development use, or for educational purposes.
2. Students may record if required by a District-sponsored class or activity.
3. Individuals may record performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
4. Individuals may record open meetings of the Board or District committees.
5. Outside entities may record an event when using or renting District facilities in accordance with District rules.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or

safety guidelines. All UAS operators must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Advertising on District Property C-170-E

It is the District's intent to maintain a nonpublic forum. Advertisement is prohibited on District property unless authorized by the Superintendent or designee. Advertising prohibited includes, but is not limited to, personal solicitations, signage, announcements, pamphlets, handouts, and any other dissemination of information regarding products or services available or for sale. The solicitation of information including, but not limited to, political campaigning, is also prohibited.

Purchasing F-140-E

Employees are required to comply with District purchasing guidelines. Comprehensive guidelines are located in District Policy. For the purposes of this Employee Manual, the following purchasing guidelines are particularly relevant:

- District staff members are encouraged to purchase products manufactured, assembled or produced in the United States.
- The District will follow all requirements for purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs.

Purchasing Generally: The Superintendent or designee will supervise District purchasing to ensure the following:

1. No purchase that may exceed \$25,000 will be made without prior Board approval, unless it is an emergency and is approved by the Superintendent.
2. Purchases may only be made through a purchase order, credit or purchasing card, or through petty cash.
3. All purchases must receive approval from the appropriate supervisor responsible for the budget code from which the purchase is made.
4. The Superintendent or designee must approve travel expenses such as airline tickets and hotel reservations.
5. All purchases must be appropriately documented consistent with District guidelines. Documentation related to purchases will be maintained in accordance with the Missouri Secretary of State's retention manual and include an audit trail linking the solicitation, evaluation, award and payment.
6. District staff will provide the District's tax-exempt letter to vendors before making any purchase that may be taxed.
7. No contract will be entered into or bill paid without the proper documentation and an affirmative vote from a majority of the whole Board.

8. Any contract to provide the District services in excess of \$5,000 to the District must be conditioned on the provider submitting a sworn affidavit and documentation affirming enrollment in E-Verify and stating that the provider does not knowingly employ any person who is not authorized to work in the U.S.

Credit and Purchasing Cards: The following rules apply to the use of District credit or purchasing cards:

1. The Board will set limitations on the use of the Superintendent's credit/purchasing card. The Superintendent will set the limit on all other credit/purchasing cards.
2. Any employee using a District card shall first sign a card usage agreement and receive training on procedures for card use.
3. Employees issued credit or purchasing cards must reconcile their statements every month. Documentation, including receipts and the appropriate budget code, will be produced for each item purchased.
4. The Superintendent or designee will examine all documentation prior to payment. If any purchase was made by an employee contrary to law, Board policy or administrative procedures, the Superintendent/designee will immediately confiscate the card.
5. District cards will not be used to purchase personal items, or unauthorized items.

Petty Cash: District administrators are responsible for the accounting of petty cash. All petty cash funds must be used exclusively for school purposes and appropriately documented.

Fraud Prevention F-160-E

Reporting Suspected Fraud or Financial Irregularities: Any person who has reason to suspect fraud or financial irregularities should report that suspicion to the Superintendent or designee as soon as practicable. Employees or District volunteers who suspect fraud or financial irregularities are required to report it and may be disciplined or dismissed for failing to do so. If the suspected fraud or financial irregularity directly involves the Superintendent, the report should be made to the Board President. Reports will be kept confidential to the extent allowed by law. The person making the report should not communicate directly with the suspected individual or individuals unless specifically authorized to do so.

Expense Reimbursement F-175-E

The purchasing procedures of the District are required to be followed for all regular purchasing practices. For emergency or special circumstances purchases, the Superintendent or designee may authorize the reimbursement of certain expenditures. Any reimbursed expenditures will fall within the District's budget, must contain documentation of why the expenditure occurred and receipts for the expenditure must be produced.

Travel Expenses F-180-E

With prior written approval by the Superintendent, the District will pay reasonable expenses necessary for those who travel on District business. Each employee traveling on District business will file with the Superintendent or designee an itemized account of expenses incurred. Each employee will submit any other reports regarding travel as may be required by the Superintendent or designee.

Automobile travel will be reimbursed at the Internal Revenue Service (IRS) mileage rate applicable at the time of travel. Reasonable travel costs must not exceed charges normally allowable by the District in its normal operations. Commercial air travel must be the least expensive, unrestricted accommodation class.

Travel documentation should include an itemized account of expenses incurred, written justification for participation on behalf of the District, the reasonableness of costs incurred, and consistency with District rules. Such documentation should also include a list of District attendees, the agenda or program, and Superintendent's written approval.

Traffic and Parking Control F-210-E

All District parking lots and sidewalks are under the control of the Superintendent or designee, and subject to restrictions deemed appropriate by the administration. Vehicles on school property are subject to search in accordance with law. District parking lots carry the same restrictions from weapons or items prohibited from District buildings. Administrators have the ability to restrict or prohibit vehicles from being on school property, and administrators have the ability to request vehicles be moved. If individuals refuse to comply with the request of the administrator, the vehicle may be towed at the owner's expense.

Safety F-225-E

The District has developed a Board-approved Crisis Emergency Plan which covered comprehensive safety and emergency information. This Plan is available for review in the Office of the Superintendent.

Emergency Preparedness Plan F-230-E

Emergency Drills: Emergency drills will be held according to the steps outlined in the District's Emergency Crisis Plan, available on the District's website. Various drills will be held periodically. The various drills will be regularly held the first two weeks of the school year. Teachers and students will be notified of these drills. Later in the year, only the teachers will be informed of the time for the second drills. All other drills will be an element of surprise. However, no drills will be called in inclement weather. Please review the various drills located in the Crisis Plan and on the CRISIS Go app and instruct your students in their part of the drill. A walk through drill should be held in each room during the first week of each semester. These drills are to be scheduled by the teacher. During the drill there should be no talking, pushing, or shoving. All students should walk to the proper exit. The signal for return to class will be a verbal recall from the person who called the drill.

Emergency - Earthquake Procedures: Plan of action once the earth starts shaking:

- Teacher will direct students to “drop and cover” where falling items will not strike the students.
- Teacher will keep calm and give precise directions to students.
 - Students/Teachers should stay away from and face away from windows.
 - Students/Teachers should be aware of light fixtures and other objects that might fall.
- If a class is outside during such an occurrence the teacher should instruct students to do the following:
 - Move away from the building; avoid utility poles, and overhead wires.
- Once the earth stops shaking, instruct students to exit the building in same manner as a fire drill.
- Once at designated location the teacher will take attendance and establish the class’s status. Once determined the teacher will hold up –
 - Green Card – All clear and everyone accounted for
 - Red Card – Missing students/life threatening injury
 - Pink Card- Identifying extra students in class line
- Any teacher without a class will report to designated fire drill assembly area.
- Action to Secure School
 - Once the earth has stopped shaking, personnel have been designated to shut off all electrical, gas and water from the school.
 - No outgoing calls will be allowed until the situation stabilizes.

Emergency - Fire Evacuation Procedure: All staff personnel, students and building visitors will be warned of a fire by a repeating buzzer.

- When the fire signal sounds, all occupants of the building will rapidly evacuate all students to their classroom’s designated area.
 - See classroom evacuation route
 - Do not attempt to cross or break into another line but wait until it passes.
 - Students should remain quiet at all times.
- When exiting the teachers will make sure that all doors are closed when they evacuate their classrooms.
- The classroom emergency bag will accompany the class upon evacuation
 - Flashlight
 - Grade book
 - Red/Green/Pink Construction Paper
 - Class Roster including Emergency Contact Information for parents
- Once at designated location the teacher will take attendance and establish the class’s status. Once determined the teacher will hold up –
 - Green Card – All clear and everyone accounted for
 - Red Card – Missing students/life threatening injury
 - Pink Card- Identifying extra students in class line
- Teachers will remain with their class at all times.
- The principal, superintendent or other school district official will give the all-clear signal and provide further instructions.

Emergency - Tornado Warning: The tornado warning signal will be a continuous bell. This means that a tornado has been sighted and protective measures should be taken immediately.

- Teachers will evacuate students to their classroom's designated shelter area
 - Please see tornado evacuation map for your classroom location
 - All students should bring a textbook with them
 - All students should remain quiet.
- The classroom emergency bag will accompany the class upon evacuation.
 - For emergency bag contents see above
- When classes have reached their designated shelter areas students will:
 - Line the interior hallways/assigned designated area as quickly and safely as possible, avoiding areas with glass and doorways. Students shall sit facing the interior wall in a crouched position covering their head/neck area with their textbook.
 - All students shall remain quiet and wait for instructions
- Once at designated location the teacher will take attendance and establish the class's status. Once determined the teacher will hold up –
 - Green Card – All clear and everyone accounted for
 - Red Card – Missing students/life threatening injury
 - Pink Card- Identifying extra students in class line
- The principal, superintendent or other school district official will give the all-clear signal and provide further instructions.

Tier 1: Intruder Plan-Precaution: If while in/out of the building a staff member sees a suspicious individual on school property they are to contact the office and remove their class from that location.

- If suspicious activity has been identified and warranted but safety of school is not threatened:
 - Announcement over the intercom: specific language identifying intruder/situation
 - Staff will:
 - Account for all students- If a student is unaccounted for, contact office via intercom and/or crisis go.
 - No unnecessary hallway passes
 - No Recess
 - No outside P.E.
 - Passing Periods- Teachers on high alert as students transfer to classes.
 - Lock classroom door
 - Cover windows
 - Locate Emergency kit
 - Exterior doors locked
 - Parent check out students at the door
 - Continue with classroom activities until the all clear announcement is made over the intercom: specific language to continue and/or stop at level 1 procedures.

Tier 2: Intruder Plan: If the safety of the school is threatened the following actions will be taken:

- Announcement over the intercom: specific language identifying intruder/situation
- School personnel will contact 911 and school administrator.
- All staff members will immediately lock their classroom door.
- No students leave the classroom. No passing periods.
- Verify all students entering classroom before unlocking door.
- Secretaries report to “Command Posts”
- No students will be allowed to leave building. Parent requests not allowed.
- Classroom lights will be shut off and windows will be covered.
- Students will be directed to a corner in the room.
- Students will be kept calm and NO TALKING will be allowed.
- Listen for further instructions.
- **Prepare for Tier 3** OR
- All teachers will remain in their classrooms until an all clear is given by a school administrator: specific language addressing either to continue to level 2 or stop at level 2 procedures.
- Text caster alert will be sent out.

Tier 3: Active Shooter: Specific language identifying intruder/situation

- Active Shooter An active shooter is an event in which one or more persons are actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate assistance of law enforcement officers to stop the shooting and prevent harm to innocent victims.
- Active Shooter Procedures: If faced with an active shooter incident, there are THREE things you can do that make a difference. RUN, HIDE, FIGHT.
 - RUN – When an active shooter is in your vicinity.
 - If there is a way out, and you can get out, GET OUT! This is your first and best option.
 - Get out whether others agree to or not.
 - Leave your belongings behind.
 - Help others from entering the danger zone.
 - HIDE – If evacuation is not possible, find a place to hide.
 - Lock and/or barricade the door.
 - Silence your cell phone.
 - Hide behind large objects if possible.
 - Remain very quiet and do not leave until directed by law enforcement officers.
 - Your hiding place should
 - Be out of the shooter’s view.
 - Provide protection if shots are fired in your direction.
 - Do not trap or restrict your options for movement.

- FIGHT – AS A LAST RESORT, and only if your life is in danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression.
 - Improvise weapons.
 - Commit to your actions.
- POLICE RESPONSE – When law enforcement officers arrive.
 - Keep your EMPTY hands raised and visible, with your fingers spread apart.
 - Remain calm and follow instructions.
 - Avoid pointing or yelling.
 - The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
 - Know that help for the injured is on the way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
 - The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

Bomb Threat: When threat is received via telephone all calls will be directed to an administrator if possible.

- Personnel will immediately note time of call.
- While personnel is on telephone with caller other school personnel will be directed to contact 911.
- While on the call personnel will try to keep the caller on the phone as long as possible in effort to obtain the following information:
 - Location of bomb
 - Time of detonation
 - Description of device
 - Clues to identify the caller-age, sex and mental condition
 - Group or person responsible
 - When and how bomb was placed in school.
- Administrator will signal alarm to clear the building by sounding the fire alarm.
- Students will evacuate the building according to fire drill procedures.
- Any elementary classroom teacher without a class will locate their class according to the evacuation plan.
- Any high school teacher or elementary specials teacher without a class should report to the flag pole to receive further instructions.
- In the case of inclement weather students will be taken to the Sweet Springs Baptist Church.

Firearms and Weapons F-235-E

Weapons may only be possessed on school property by commissioned law enforcement officers, other specifically trained individuals, or for the purpose of a school-sanctioned firearm related event. Examples of school sanctioned events include gun safety courses for students, military student programs, or school-sponsored club shooting team. A weapon is defined as a device readily capable of lethal use, or device designed to mimic a weapon. Unless exempted by this policy, weapons are banned from all District property

and District related events, as allowed by law. The District will follow all state and federal law that addresses the discipline of individuals that violate this policy.

Communicable Diseases F-245-E

Medical information of students and employees is highly confidential, and the District will take necessary steps to protect the medical information of individuals, except as provided by law on a need to know basis.

Employees are not allowed to work if they have a medical condition that is communicable, unless they have a written statement from their physician clearing them to work, and the appropriate school personnel have agreed with the precautionary measures, as necessary, offered by the treating physician, as permitted by law. The Superintendent or designee will work with local agencies and the State Health Department on identifying categories of potential risk, procedures for cleaning body fluids, and procedures for dealing with communicable disease in individuals. District funds will be utilized for the purchase of equipment and supplies necessary to appropriately clean body fluids. The Superintendent or designee is permitted to communicate personally identifiable health information of students and employees with other governmental agencies, as permitted by law.

Students, employees and visitors to schools may not be present on school property unless they have received the appropriate immunizations required by law, unless they are appropriately exempted.

Animals on District Property F-250-E

Eligible students or adults with disabilities may utilize a service animal on District property or District events as required by law and the conditions of this policy. The District will not discriminate based on an individual's disability.

The definition of a service animal will be based upon state and federal law. The task of a service animal must be based upon the disability of the individual. The "deterrent of crime" effect of a service animal's presence and the provision of emotional support, well-being, comfort, or companionship does not constitute work or task for the purpose of this definition.

The definition of a service animal applies to a dog, and in some cases a miniature horse. If a miniature horse, the District will determine if the presence of the horse compromises facility safety requirements, and what modifications might need to be made because of the weight and size of the horse. The District may inquire what task or work the animal has been trained to perform, and whether the animal is required because of a disability. The District will not request documentation to determine whether the animal has been trained or certified as a service animal.

Service animals will not be allowed on District property if they present a safety risk or a health threat to students, employees or visitors. The District is permitted to make additional inquiries of the individual or service animal as permitted by law.

Technology F-265-E

The Superintendent or designee will delegate responsibility for the District's technology system to a school employee. In addition, the District may contract with one or more vendors to assist in the overall operation of the technology system of the District. The District's technology system shall be considered a closed forum to the extent allowed by law.

The technology resources of the District may only be utilized by individuals authorized by the District. Students, employees and Board members are required to sign a User Agreement prior to utilization of the technology resources of the District. Users do not have an expectation of privacy in utilizing any District technology resources.

Users of District technology are subject to necessary review of data accessed or stored on District technology and technology equipment, as allowed by law. The District will utilize a content filter system to help prevent minors from accessing inappropriate information and the District will retain data stored electronically as required by law. The District will monitor the online activity of students in compliance with the Children's Internet Protection Act (CIPA).

Copyrighted Materials F-270-E

A summary of copyright laws is posted by each copy machine in the District and the same information is posted on the District's website. If any student or employee believes copyright or intellectual laws have been violated, they should report the issue to the building administration. The building administration will refer the matter to the Superintendent's office for coordination of an investigation into the allegation.

District Wellness Plan F-290-E

District Standards

Standards for All Foods and Beverages Sold to Students at School and During the School Day: The District will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to, USDA National School Lunch and School Breakfast nutrition standards and USDA Smart Snacks in School nutrition standards.

The District will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day: The District may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of food and beverages as a reward or incentive for performance or behavior.

Employee Wellness: The District Wellness Committee will have a sub-committee that focuses on the health and wellness of employees. This sub-committee will work closely with the Human Resources department, and/or the Superintendent in relation to any potential initiatives or incentives for employees.

This Employee Manual does not constitute a contract between the District and any employee of the District. An employee's signature on the included Employee Manual Acknowledgment Form does not create a contract between any Employee and the District or create any employment rights or guarantees beyond what is specifically granted by law.

I acknowledge that I have received and reviewed the 2020-2021 Employee Manual. I understand the policies and guidelines of the Sweet Springs R-VII School District and that violations of these policies and guidelines may result in disciplinary action up to and including termination of employment.

Employee Signature:

Employee Name (please print):

Date: _____