



**Southern Boone County R-I
School District
Faculty Handbook**

2015-2016

Mission Statement

Excellence in Learning for ALL

**2015-2016 Theme:
Building a Community of Learners**

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This handbook is intended to provide each staff member with the basic policies and practices of the district. It is divided into three sections. The first section contains a listing of **selected** board policies of particular importance to teachers. However, faculty members are responsible for abiding by all board policies. Each of these policies can be viewed on the district’s web site under “Policies and Notices.” The second section contains several policies and practices that are general to the district. The names of these policies are in bold font in the general list. Expectations and practices specific to each building are contained in the handbooks.

Applicable Board Policies

AC	Nondiscrimination and Anti-Harassment
AH	Tobacco-Free District
DLB	Salary Deductions
EBB	Communicable Diseases
EBBA	Illness and Injury Response and Prevention
EBC	Emergency Plans/Safety Drills
ECA	Buildings & Grounds Security
EHB	Technology Usage
GBBDA	Family and Medical Leave
GBCA	Staff Conflict of Interest
GBCB	Staff Conduct
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GBEBB	Employee Alcohol and Drug Testing
GBH	Staff/Student Relations
GBL	Personnel Records
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GBM	Staff Complaints and Grievances
GCBA	Professional Staff Salary Schedule
GCBC	Professional Staff Fringe Benefits
GCBDA	Staff Short-Term Leaves and Absences
GCBDB	Professional Staff Long-Term Leaves and Absences
GCD	Professional Staff Recruiting and Hiring
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IGDA	Student-Initiated Group Use of District Facilities
IGDB	Student Publications
IICA	Field Trips and Excursions
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JFG	Interrogations, Interviews and Searches
JG & JG-R	Student Discipline
JGA	Corporal Punishment
JGGA	Seclusion, Isolation and Expulsion
JHCF	Student Allergy Prevention and Response
JHG	Reporting and Investigating Child Abuse/Neglect
JO	Student Records
KK	Visitors to District Property/Events

DISTRICT GUIDELINES

ABSENCES AND LEAVES--STAFF

If a teacher becomes ill and needs a substitute teacher, he/she must notify the principal at the time requested in building policies. Teachers are encouraged to call as soon as they know they will be absent.

If teachers need to be absent for reasons other than illness, permission for such absences should be secured in advance.

All absences must be reported by completing a "Request for Leave" form. These forms can be obtained in building offices. Such requests need to be completed prior to leaving.

A substitute folder must be prepared by each teacher and kept in a conspicuous place. The substitute folder should contain at least the following:

1. Detailed lesson plans
2. Class rosters
3. Attendance procedures
4. Seating charts
5. Form to be filled out by substitute concerning the day's activities
6. Emergency instructions

AFTER-SCHOOL CLUBS/ACTIVITIES

Organized after-school clubs and activities for students are encouraged. Stipends may be paid for those activities which meet the required criteria. These must be approved in advance by the building administration if a stipend is being requested. If a staff member is interested in sponsoring an after-school activity, he/she should schedule a meeting with the building administrator.

ATTENDANCE PROCEDURES

Roll and lunch count will be taken immediately following the start of the school day. Students who are either tardy or desire to leave school early for some reason, must first report to the office, without exception. In no case will a teacher release a student to a parent or relative without having first ascertained whether or not that parent or relative has checked with the office.

BLOOD AND/OR BODY FLUIDS (PROCEDURES FOR CLEANING)

Many infectious agents can be found in the blood or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is therefore very important that all district personnel adopt routine procedures for handling the clean-up of all blood/body fluid spills. The procedures, as outlined by the Centers for Disease Control, are as follows:

1. If available, absorbent floor-sweeping materials should be used to cover fluids to keep them from spreading.
2. Rubber gloves should be worn, and all spills should be cleaned up with absorbent towels or tissues.
3. All surfaces that 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 1:10 dilution of household bleach can also be used. This solution should not be mixed in advance.

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 impermeable 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 the body fluids.
6. After exposure to body fluids, good HANDWASHING should consist of thorough use of soap and water for at least 10 to 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-sweeping material
 - Disinfectant
 - Rubber or plastic gloves
 - Disposable towels or tissues
 - Impermeable plastic bags

All of these materials should be kept together in a central location.

Contact the administration office to obtain clean-up assistance during the school day.

CASH – COLLECTION AND MAINTENANCE

All monies collected within the district's schools shall be handled in a proper fiscal manner and prudently safeguarded. Teachers collecting cash or funds should provide adequate receipts.

Money collected for any purpose will be submitted by 2:00 p.m. to the school principal or designee, who will provide for its proper deposit. Money should never be left in a desk or classroom. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money. In order to protect members of the staff, cash and checks must be submitted to the building office daily and should never be left in a staff member's possession overnight. This procedure applies for all situations as well as funds collected for book orders, fund raisers, as well as concessions. For additional information on this topic, please review the training found at cfelmlee.edublogs.org .

CERTIFICATION

It is the responsibility of certified staff members to maintain valid and current certificates of license to teach in the areas and grade levels required by their district assignment. It is also the responsibility of the educator to provide documentation of their license to teach in the form of certificates, transcripts, or other documents requested by the administration.

CHILD ABUSE

As required by law, any suspected physical or emotional abuse of children must be reported. Teachers should notify the nurse, counselor, or principal in any case of suspected abuse for referral to the proper authorities. See Policy JHG.

CONFERENCE/TRAVEL REIMBURSEMENT GUIDELINES

All conferences and travel must be approved by PDC or administration in advance before expenses will be allowed. PDC information and forms are available on the District Website.

REGISTRATION: Conference registration fees will be reimbursed.

MEALS: A maximum of \$30 per day will be allowed for meals other than those provided by the conference. It is understood that meals provided by the conference, even if priced separately, will be considered a part of the conference. Orders for payment of meals must have a receipt attached. Expenses will be reimbursed for meals only not grocery expenses.

MILEAGE Mileage will be reimbursed at a rate suggested by American Automobile Association. The rate for the 2014-2015 school year will be .50 cents per mile.

HOTEL The room and room tax will be reimbursed for the required conference days. Receipts must accompany the order for payment.

CONFIDENTIALITY

Teachers, as professionals, must respect the privacy of our students and families. Information regarding home situations should be held in strictest confidence and discussed privately with only those persons who need to know. Students should never be discussed in the workroom, office or other public areas. Teachers will be informed by the administration of potentially dangerous students.

CONTINUING EDUCATION UNITS

CEU credit is in place to encourage professional growth. In-service opportunities should be opportunities for training, perfecting skills through guided workshops, or exploring new ideas for professional growth. The CEU credit is, in effect, replacing college credit for advancement on the salary schedule, and therefore, should be used on activities, workshops, and training that could be considered equivalent to part of a college course. All full-time and part-time staff, including those on temporary leave of absence, are eligible. The following regulations will guide the administration in making decisions.

Regulations:

1. Consideration for CEU credit must be approved in advance by building administration.
2. Credit will only be given for activities that fall outside the regular school day. School day is defined by contract and building administration.
3. No credit will be given if payment of any type is accepted. (Salary, stipend, hourly wage, honorarium etc.)
4. CEU credit shall not be given if regular college hours are received for the course.
5. Teachers who elect to take personal leave are eligible for CEU credit during school hours.
6. CEU credit will not be given for faculty or departmental meetings or for serving on committees.
7. The hours for CEU credit should reflect no increments smaller than a half-hour.
8. Credit will be given only for the amount of time during professional workshop/conference schedules in which the activities are content presentation sessions. Credit will not be given for registrations, business meetings, breaks, exhibits, meals, social activities, travel time, etc. (Total time will be determined by the administration.)

9. Each CEU must represent one full clock hour of participation. Fifteen CEUs equals one hour of credit towards advancement on the salary schedule. CEUs can only be used once for advancement on the salary schedule.
10. Double CEU credit will be given to the staff member who leads a professional growth workshop for peer-to-peer training unless a stipend is accepted. (Stipends may be paid for preparation time if the presentation occurs during the school day.)
11. Each individual shall be responsible for keeping a record of their CEUs and documentation. Upon reaching the point when the CEUs will allow for movement on the salary schedule, the individual shall submit the list of events and hours totaled to the building administrator.
12. Any appeals must follow the grievance policies outlined in the Board Policy Manual.
13. A list of CEUs earned during the school year must be submitted by May 15 to the building administration. To advance on the salary schedule, CEU verification must be submitted to the superintendent's office by the first day of teacher workshop in August.

CRISIS MANAGEMENT PLAN

Each classroom should have a copy of the Crisis Management Plan. This plan addresses specific procedures that are to be implemented in the event of emergencies or disasters. Staff members should review this plan carefully and consult with the building principal if there are questions or concerns. Various practice drills are conducted on a routine basis.

CUMULATIVE FOLDERS

THESE RECORDS MUST NOT LEAVE THE DISTRICT BUILDINGS. If anything were lost or misused while the files were outside the building, the staff member who removed them would be held personally responsible.

These records have much information about our students. Frequent reference to them is encouraged during the school year. Be sure to notice health problems and custody arrangements. Counselors and teachers are responsible for entering, filing, and placing appropriate information.

DISCIPLINE

Refer to building-specific information or Positive Behavior Support materials provided in buildings. See Policy JG and JG-R.

EVALUATION OF PROFESSIONAL STAFF

To assure high quality professional staff performance and to advance the instructional programs of the Southern Boone County R-I School District, the Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

The primary purpose of a performance-based evaluation is to facilitate and improve instruction that enhances student learning. An effective evaluation system should identify areas of teaching/administrative strength and weakness and provide direction for maintaining and improving teacher/administrator skills through professional staff development activities. The secondary purpose is to determine whether performance meets the degree of competency required for continued employment and/or tenure.

Employees who are progressing must demonstrate growth in order to be retained. If growth is not demonstrated or the area of deficiency is deemed critical by the administration, the employee may be

released. Failure to maintain a progressing or proficient level of performance is a ground for non-renewal.

The procedures and instruments for professional staff evaluation will be developed by the administration, in consultation with the district's professional staff, and will be approved by the Board. One copy of the completed evaluation form shall be given to the staff member concerned; one copy filed in the employee's personnel file at the office of the Board of Education; and one copy retained by the appropriate administrator/evaluator.

1. The principal is responsible for the administration of the performance-based teacher evaluation system in each building.
2. The principal develops and maintains a schedule for the evaluation of probationary and tenured teachers in his/her building.
3. The district will provide an orientation for new teachers to explain procedures and discuss specific criteria upon which they will be evaluated. New teachers to the district will receive a formal observation prior to October 1. A formal observation and a summative will also be completed by March 1.
4. A summative evaluation, to be completed by March 1, shall be conducted for probationary teachers during each year of their probationary status.
5. An evaluation cycle including an evaluation conference shall be conducted for tenured teachers at least every third year. Additional evaluations may occur as deemed necessary by the evaluator.
6. A professional development/growth plan shall be developed and implemented annually.

EVALUATION PROCEDURE:

1. Pre-observation Conference (formal, scheduled observations)
 - a. The evaluator and the teacher will establish the date, the time and the subject area for the observation.
 - b. The teacher will submit a pre-observation worksheet to the evaluator at the pre-observation conference, and they will review it together.
 - c. Copies of the pre-observation worksheet will be retained by the teacher and the evaluator.
 - d. After the first year of probationary status, the evaluator may waive the pre-observation conference. In that case, the teacher shall prepare the worksheet and present it to the evaluator before the scheduled observation.
2. Observation
 - a. At least one formal, scheduled observation will be conducted as agreed upon by the teacher and the evaluator for all teachers being evaluated.
 - b. The role of the evaluator is to take notes during the observation and interpret those notes on the evaluation form.
 - c. Each observation shall consist of one complete lesson or class period.
 - d. A post-observation conference shall be scheduled as quickly as possible.
 - e. Unscheduled observations or walk-through observations may be performed at the discretion of the evaluator.
 - f. General observations of non-classroom activities are part of the evaluation process as well.

3. Evaluation Conference (Summative)
 - a. An evaluation conference will be conducted following the last observation.
 - b. The teacher will submit a summative evaluation conference worksheet, to be reviewed at the summative evaluation conference.
 - c. Both the evaluator and the teacher will review and sign the evaluation form, indicating that the document has been read and discussed, and each shall retain a copy.
 - d. Teachers have the right to appeal the results of the evaluation. The appeal shall be submitted in accordance with Board Policy.
4. Professional Development Plan for Tenured Teachers
 - a. Plan can be written for two years but must be updated and revised annual.
 - b. The evaluator and/or the teacher will target the criteria to be developed during the evaluation conference conducted following the formal observation.
 - c. Professional development plans will be written, jointly reviewed, and retained by the evaluator.
5. Professional Development Plan for Non-Tenured Teachers Updated
 - a. Mentors will assist first and second-year teachers to complete and implement this plan.
 - b. Plans must be satisfactorily completed annually. Plan may be written for two years but updated and revised annually.
 - c. Plans must be on file in the appropriate administrative office.
6. Professional Improvement Plans
 - a. Where appropriate, additional personnel may provide assistance to a teacher in completing professional improvement plan and in improving teaching skills.

While the primary purpose of the performance-based teacher evaluation system is the improvement of instruction, it also serves as the basis for employment decision. When it is necessary to recommend the non-renewal of contract or dismissal, procedures shall be in compliance with Missouri School Law. A copy of the evaluation procedures and forms are available on the District Website Page.

FIELD TRIP POLICY

Educational: Educational field trips should include all students. Students may be excluded from educational trips due to behavior concerns, out-of-school suspension, or other unusual circumstances. The parents or guardians of any student excluded will be notified prior to the trip.

Incentive/Reward: Students may be excluded from incentive, motivational, and reward field trips. For these trips teachers or the building administrators will create participation expectations and provide notification of the criteria to parents. All students will be given an equal opportunity to participate. No student will be excluded based on ability. The goal of placing these expectations on field trips is responsible, disciplined students.

Permission: To attend any field trip students must have written parental permission to leave school grounds.

Transportation: Only parents who are assigned to chaperone and children in the class taking the field trip are allowed to ride the bus.

Approval: Use forms at the back of this manual to obtain permission for field trips.

FIRST AID/ EMERGENCY RESPONSE

Amputated limb: The severing of any body part is always a serious medical emergency. With small amputations (fingertips, part of ears), major blood loss is usually not a problem. Apply a pressure dressing and transport. With larger amputations, there may be significant blood loss and shock.

First aid measures:

1. Lay victim down with head slightly lowered and severed limb elevated.
2. Control bleeding by applying pressure dressing directly to the wound. Once bleeding is controlled, place several layers of gauze over severed area and bandage firmly. (If bleeding is not controlled, apply pressure to large artery above amputation.)
3. As soon as bleeding is controlled check for and attend to any other problems. Then, pick up the severed limb and wrap in plastic. If possible, pack the wrapped limb in ice.
4. Transport victim and limb to emergency room immediately.
5. Avoid applying tourniquet except as a last resort (may damage tissue).

Anaphylaxis: Shock induced by allergic reactions, such as to insect stings or reactions to food and medicine.

Immediate severe reactions:

1. Respiratory – Extreme anxiety, flushed face, wheezing or difficulty breathing, bluish lips/skin followed by fainting or convulsion.
2. Circulatory: Pale skin, rapid and feeble pulse, absent or low blood pressure, extreme weakness followed by fainting or convulsions.
3. Swelling or hives may appear in the area of face, tongue, or lips; may occur within seconds or after 1-2 hours. Can be fatal. Call for help!

Treatment:

Individuals known to be at risk for anaphylaxis should supply school with emergency medications. This will usually be in the form of injectable adrenalin and/or Benadryl. If medication is available, give as ordered by the physician (.2 to 1 ml, --Start small and increase as needed, sub-q). Do not hesitate to give emergency medication while waiting for medical assistance if the above symptoms develop. Use CPR or rescue breathing if needed.

Asthma: Asthma is an allergic response of the respiratory tract. Wheezing occurs because air passages become narrowed. Wheezing first occurs with exhalation; as the attack becomes more severe it will also occur with inhalation. The student may complain of tightness in the chest, be wheezing or coughing, and/or have a bluish color to the lips and tissue in the neck and chest area. In a severe attack, there will be marked retractions between the ribs. The absence of wheezing in a student with marked retractions and a long exhalation phase is a sign of a serious condition. GET EMERGENCY HELP IMMEDIATELY.

What to do in an asthma attack:

1. Determine severity of attack.
2. Keep calm and reassure student. (Helps keep the child calm.)
3. Get the student into a comfortable position, usually sitting.
4. Encourage student to breathe deeply and perform relaxation exercises.
5. Encourage student to drink water; this helps thin secretions.
6. Assist student in taking medication if prescribed.

7. Keep in health office until symptoms have been relieved.
8. Notify parents of attack and treatment given.

Diabetes: Diabetes Mellitus is a chronic hereditary disease characterized by abnormally high levels of blood sugar. In the child it often has an abrupt onset and is called juvenile diabetes. Children with diabetes are prone to ketoacidosis and are dependent upon insulin for its management. This diabetes is often difficult to control.

What you might observe in the child with undiagnosed juvenile diabetes:

1. Rapid onset: usually over period of a few weeks
2. Major symptoms:
 - a. Increased thirst
 - b. Increased appetite
 - c. Increased urination
 - d. Weight loss or wasting away body mass
 - e. Easy fatigability
3. Minor symptoms:
 - a. Frequent skin infections
 - b. Dry skin

Symptoms of Diabetic Coma (Acidosis)

Early Manifestations: Changes in mental state (lethargic), vomiting, abdominal pain.

Severe Reactions: Acetone odor on breath (fruity), dehydration, rapid breathing, face flushed, lips cherry red, little perspiration, high blood sugar, low carbon dioxide, sugar & acetone in urine.

Emergency Treatment: Immediate medical care; long-term: insulin injections and diabetic diet.

Symptoms of Diabetic Shock (Due to overdose of insulin, reduction of diet, increase in exercise):

Early Manifestations: Pallor, weakness, dizziness, changes in disposition, sweating, tremor, sudden hunger, dilated pupils.

Severe Reactions: Semi-consciousness followed by convulsions, coma, death, low blood sugar, urine sugar-free, acetone absent.

Emergency Treatment: In the case of insulin shock, the child should be given fruit juice, sugar, or something with sugar. The child should carry sugar with him/her, be taught to recognize the symptoms of insulin shock, and take the sugar when he/she recognizes approaching shock. If the child becomes unconscious, he/she should be kept warm. The parents or school nurse should inject glucagons in the amount of 0.5 to 1 mg. IM (Glucagon is normally produced by the pancreas. Its purpose is to increase glucose. The brain must have glucose to function.) When the child regains consciousness, sugar can be given by mouth. If the child does not respond or glucagon is not available, emergency treatment will be needed. Recovery for shock is usually rapid.

Hypoglycemia: Hypoglycemia means low blood sugar. It is the opposite of diabetes although people who take insulin may experience this reaction. This disease is rare in people not on insulin. Persons with reactive functional hypoglycemia develop a low blood sugar level two to four hours after eating because

of an overactive insulin release from the pancreas, primarily in response to eating carbohydrates (sugars and starches.)

Symptoms: Nervousness, sweating, trembling, drowsiness, pallor, headache, confusion, blurred vision, irritability, inability to concentrate, tingling around the mouth.

Treatment: Diet low in carbohydrates and high in protein.
Watch for reaction 2-4 hours after meals.
Good emergency food – candy with nuts but limit candy because it increases the release of insulin and further reduces blood sugar.

Overexposure to sun and heat: Overexposure to heat and humidity may lead to heat cramps, heat exhaustion, or more seriously, heat stroke.

Heat cramps: Heat cramps occur as a result of salt and water losses through sweating.

Treatment:

1. Replenish supplies of salt and water.
2. Gently stretch cramped muscle.

Heat exhaustion (heat prostration): Victim will be pale, temperature will be normal or only slightly elevated (up to 102 degrees F), and skin will be damp. There may be nausea, weakness, light-headedness, and in some cases, fainting. Painful cramps may occur after strenuous activity.

Treatment:

1. Move victim to cool, shady, or air-conditioned place and have him/her lie down with feet elevated.
2. Loosen or remove clothing.
3. Administer fluids. If possible, give 1/2 teaspoon salt dissolved in quart of cold (not iced) water or fruit juice, over period of 30 minutes.

Heat stroke (sunstroke): This is a medical emergency that occurs most often in hot, very humid weather. Victim will feel hot to touch and skin will be red and dry. The body's internal cooling mechanism has ceased to function; therefore, there is no sweating, and body temperature is dangerously high (104 degree F or higher). Other symptoms include rapid heartbeat, confusion, agitation, lethargy, stupor, and loss of consciousness. **An ambulance should be called.**

Osteogenesis imperfecta: This is a congenital disease characterized by very fragile bones that fracture easily. Many of these children are dwarfed because of multiple fractures of the long bones and compression fractures of the vertebrae. The whites of the eyes of these children are blue.

Treatment:

1. Protect against fracture.
2. Educate classmates and other children to use care when interacting with children with this condition – not to push or shove or play roughly.
3. Educate the child to avoid rough activities or sudden movement.

Seizures: A recurrent convulsive disorder marked by sudden and periodic lapses of consciousness and distinctive disturbances in the electrical discharges within the brain. Each teacher should know of any pupil who is subject to seizures and should have learned from the parent any signs the child may show

before a seizure, a description of how the child acts during the seizures, and how long the seizure usually lasts. He/she should know of any actions found by the parent to be useful in preventing the seizure, or in handling the child while it lasts.

During a seizure:

1. Keep person lying down where he/she has fallen, unless in hazardous area.
2. Push nearby objects away to prevent person from hurting self.
3. Loosen clothing around neck.
4. Incontinence of bowel or bladder may occur after seizure.
5. Cover lightly with blanket or sheet.
6. **DO NOT** force anything into mouth.
7. **DO NOT** restrain.
8. **DO NOT** pour any liquid into mouth.
9. When body relaxes, turn student to side and check for vomit or injury to tongue.
10. Allow to rest after seizure.
11. Do not be frightened if person seems to stop breathing momentarily during seizure.
12. Advise parent of seizure. Provide with as much description of seizure as possible.
13. **DO NOT** call ambulance unless seizures are continuous or there are other complications:
 - a. If breathing does not resume, give mouth-to-mouth resuscitation and call 911.
 - b. If student remains unconscious, call 911.

Shock: Traumatic shock is a serious condition where there is failure of blood to circulate adequately through the body. It generally accompanies all severe injuries such as burns, fractures, serious wounds. There may be loss of blood externally or internally, with internal injuries bleeding into body cavities. Shock is a **MEDICAL EMERGENCY** and should not be confused with simple fainting. Early treatment may save a life.

Signs and symptoms: Skin pale, moist, cool to touch; vacant expression to eyes; nausea; mental confusion; weak, rapid pulse; increased rate of breathing; agitation.

Treatment: Call emergency medical services; give first aid for injuries; keep victim lying down as precaution for head or spinal injury; elevate feet 6-12 inches if no leg or spinal fracture is suspected; give nothing by mouth; handle gently, carefully; keep quiet and reassured; cover victim enough to prevent loss of body heat.

FREE ADMISSIONS

Board members, all employees, and their spouses and children shall be admitted to all school district athletic events free of charge. However, athletic tournaments or activities sponsored by the Missouri High School Activities Association will require all persons to pay admission at the rate determined by the Activities Association.

Any person over the age of sixty-five (65) or any person under the age of sixty-five (65) yet retired may request from the superintendent, either in person or in writing, a pass which when issued will admit the bearer free of charge to all school activities.

1. **Preschool Children:** Preschool children accompanied by parents will be admitted free.
2. **Superintendent's Pass:** The superintendent may issue passes to any persons who, in the superintendent's opinion, have earned a pass.

GATE-KEEPER:

All certified employees will be assigned a gate-keeping duty. They will be paid an hourly rate for this responsibility. Procedures and a list of dates will be distributed before the start of each school year.

GENERAL MAINTENANCE

Work order forms may be obtained in any office. These are to be used at any time there is a request for maintenance. Fill out the form and return it to the office. The work will be scheduled to be completed.

HEALTH INSURANCE TERMINATION

Board-paid insurance or Board-paid annuities (for the staff who are grandfathered for this benefit) will end the last month that the teacher works for the district. The last month that teachers are under contract will be the last month of Board-paid insurance. The last month that the non-certificated staff work for the district will be the last month for Board-paid insurance or annuity. Employees may continue their health insurance after leaving the District for up to eighteen (18) months at the employee's expense.

It is important that staff members notify the central office as soon as they are aware they will not be returning the next year.

HOMEWORK POLICY

Refer to building information for more details. Because homework is a day-to-day connection between home and school, it is one of the best opportunities teachers have for positive interaction with parents. Homework has the potential to be a powerful part of a parent involvement program. If teachers want parental support regarding homework, it is important that homework standards are clearly spelled out. Teachers need to develop a homework policy and share it with parents, such as at curriculum night. Possible considerations for a policy include the following:

- Why is homework assigned?
- What types of homework will be assigned?
- What amount and frequency of homework will be assigned?
- What is expected of students and parents?
- How will it be graded?
- Will there be rewards?
- What are the benefits?
 - Reinforce skills
 - Teaching independence
 - Organization and time management
 - Preparation for tests
 - Assuming responsibility

IDENTIFICATION BADGES

All employees are required to wear identification badges while on district property. In addition to employees, all visitors, volunteers, substitutes, student teachers, A+ mentors etc. must wear the appropriate identification. Each employee will be issued identification badges for the year. All temporary badges can be obtained in each building office.

MAKE-UP WORK

Make-up work comparable to that covered by the class may be assigned. If the make-up work is assigned, it must be checked and returned with grade clearly visible to the student. In general, the students should be granted one day for each day they are absent to make up missed work. Exceptions must be approved by the principal.

NURSE

Any student who complains of feeling ill should be sent to the school nurse. The student must have a referral form. The school nurse has the final authority to exclude sick students from school.

Any student who has received a serious blow to the head and has been knocked unconscious should be kept quiet and lying down until examined by the school nurse.

PARENT NEWSLETTERS/SOCIAL MEDIA

All parent newsletters/social media must be approved by the building administration prior to being sent home. Please keep in mind the following points when writing a newsletter: be informative, stress educational objectives, be positive, talk about students and parents. Newsletters are an important link between home and school. Parents appreciate hearing from teachers. They want to know what is taking place in the classroom.

PARENT-TEACHER CONFERENCES

Scheduled conferences will be held with the parents at least once during the school year. Other conferences can and should be held at any time. During the conferences, teachers can emphasize strengths which the pupil has and advance constructive suggestions concerning the ways in which parents can cooperate with the school to stimulate better achievement. Information given by the parent, too, can be of immense value to teachers as they work with the child. Teachers should utilize data obtained during daily class periods and from teacher made information; however, information concerning other students may not be divulged. Also, teachers can report on pupil work habits and social and emotional adjustment.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES – PROFESSIONAL STAFF

Encouragement shall be given to professional personnel to attend meetings, take courses, belong to organizations, travel, and read literature describing innovative practices and instructional problem solving. Incentives for such improvement are built into the salary schedule and the district in-service program. PDC guidelines are available for all staff on the District Website.

PROFESSIONAL RELATIONS

All of us are engaged in the same profession and are collectively responsible for the education of the students in our building. Therefore, it is critical that we support each other professionally and work together in sharing responsibility.

As we continue in our efforts to improve our curriculum and instruction with students, parents, and colleagues, conflicts may arise. Conflict resolution should be attempted in a professional manner by following the appropriate chain of command. Initially, a solution should be sought between staff members. If the problem is not resolved, it should be taken to the principal/counselor.

PROMOTION AND RETENTION

Grades K – 8

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. “Double promotions,” acceleration beyond the normal grade placement, are approvable for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students in the advanced grade. Parent/guardian, teachers and administrators must agree that it is in the best interest of the student under consideration.

3. Building administration shall be notified at any time throughout the year if a child is not meeting objectives and retention is a consideration. This notification should occur prior to the beginning of the fourth quarter. Upon notification:
 - a. A team consisting of teachers, counselor, and administrator will meet to review academic information, test scores, work samples, etc.
 - b. A meeting with the parent/guardian will be scheduled as soon after the review as possible. The parent/guardian will be informed that grade level objectives are not being met and that, unless there is strong improvement, retention may result. Remediation options will be considered.
 - c. A follow-up conference will be scheduled to review student progress prior to a final decision.
4. In recommending promotion or retention, these factors will be considered:
 - a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignment, grades, and work samples.
 - b. Chronological age
 - c. Study habits
 - d. Attendance
 - e. Social and emotional maturity
 - f. Special placement
 - g. Prior retention
 - h. Physical development
 - i. Parent cooperation
 - j. Standardized tests
5. Parent contacts and communication
 - a. Teachers should notify parents as soon as problems exist.
 - b. Generally, teachers should not tell parents in the first quarter that retention will take place. Teachers should alert them to problems, describe school-based interventions, and provide strategies and suggestions to remediate.
 - c. It is always better to have frequent contact with parents throughout the year in these situations.
 - d. Documentation should be kept of contacts and discussion.
6. The final decision for retention will be made by the administration. Parents will be notified in writing of the decision.

High School – Grades 9-12

At the high school level, graduation requirements, course objectives, and grades determine whether a student will advance and receive a diploma.

REIMBURSEMENT FOR PURCHASED ITEMS

Anyone requesting reimbursement for purchases will not be reimbursed for taxes on the purchase. Obtain a copy of the district's tax-exempt letter from the office. A purchase order must be in place before an item can be bought.

REPORT CARDS FOR TRANSFER STUDENTS

A student new to the district will not receive a report card unless he/she has been in attendance at least four weeks of the quarter/trimester. Whenever possible, it is requested that the teacher contact the parent to comment on the child's progress when other students are receiving report cards.

A student leaving the district will not receive a report card unless four weeks of the quarter/trimester have passed. Transferring students will be given a letter to carry, describing their current rate of progress and other information the teacher thinks will help the new school. A copy of the letter will be placed in the cumulative folder to be sent with other records.

RELIGION IN THE PUBLIC SCHOOLS

From time to time, students, parents, and educators have questions about religious issues in the classroom. This is a sensitive area in which educators must follow appropriate guidelines and procedures.

To insure that the proper guidelines and procedures are followed regarding this issue, please contact the building administrator if questions arise. Each building administrator will have on file information regarding religion in the schools

REQUISITIONS

All requisitions for supplies and equipment must be channeled through the principal's office. Those approved will be submitted to the school secretary for typing on a purchase order. Those denied will be returned to the initiator with a statement citing the reasons for denial.

SALARY

Teachers hired at Southern Boone R-1 Schools may receive credit for a maximum of eleven years' experience on the district's salary schedule. With eleven years' experience, they would begin on Step 11 of the Salary Schedule. Movement across the salary schedule can be a combination of CEUs and college hours. College hours must be earned after the date of the last degree. CEUs can only be used once.

A copy of the salary schedule can be found on the District Website.

SCHOOL CLOSING/UNSCHEDULED (EMERGENCIES, WEATHER)

Decisions to cancel school shall be reported immediately to the designated radio and television stations covering the district. It shall be the responsibility of the teacher to contact the administration when there may be any doubt concerning school dismissal or closings. In case of inclement weather, the following radio stations will carry information concerning the closing of school:

Radio Stations: KCLR 99 FM (Columbia)	KCMQ 97 FM (Columbia)
KJLU 88.9 FM (Jefferson City)	KRES 104.7 FM (Moberly)
KFRU 1400 AM (Columbia)	KBIA; KFAL; KLIK; KWOS

Television Stations: KRCG 13 (CBS), KMIZ 17 (ABC), KOMU 8 (NBC)

The SchoolReach system will be used to send a message to a phone number(s) designated by the employee. It is the employee's responsibility to notify his/her supervisor of any changes to phone numbers.

SCHOOL HOURS (regular)

Teachers are expected to arrive at school by 7:45 a.m. When, in an emergency, a teacher must be late, the principal should be called as early as possible.

Teachers are expected to remain at school until 3:30 p.m.

A teacher needing to leave early should notify the administration.

SCHOOL PROPERTY

Teachers are responsible for the care of technology, furniture, teaching equipment, textbooks and supplies entrusted to them. Each teacher is responsible for keeping his/her room locked whenever the room is not in use, i.e., during assemblies or lunch hour. Before leaving school each day the teacher should lock the windows, close the draperies, turn off lights and fans, and set the lock on the door.

STAFF CONDUCT – See Policy GBCB

Each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations which include, but are not limited to, the following:

1. Become familiar with, follow, and enforce all Board policies, regulations, administrative procedures, other directions given by district administrators, and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, and other Employees of the district, and all patrons of the district.
3. Make efforts to remain knowledgeable about the employee's position and the developments in that position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use, and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Immediately report all dangerous building conditions to the building supervisor, and take action to rectify the situation and/or protect the safety of students and others, if necessary.
9. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
12. Refrain from using profanity in the school setting.
13. Dress professionally and in a manner that will not interfere with the educational environment.
14. Come to work at the time specified by the employee handbook or by the employee's supervisor. Employees who are frequently late to work or stop working before the scheduled time may be terminated for excessive absences.
15. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of Board of Education which employs such teacher.
16. Employees will not use district funds to advocate, support, or oppose any ballot measure or candidate for public office.
17. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

Due to policy, teachers are not to transport students. Teachers must notify administration when student transportation issues become a concern.

STUDENT CONDUCT CODE

The mission of the Southern Boone County R-I School District is to provide a safe educational environment that fosters growth and development in an atmosphere of mutual respect and individual responsibility. Given a caring climate with appropriate instruction, all students can learn. To accomplish this mission, parents, students, and staff must cooperate. The Student Conduct Code was designed to help achieve this atmosphere. It is to be a guide for students, parents, and staff, to attain this mission, yet be flexible in order to deal with individual situations.

Refer to each building's student handbook or extra-curricular policy and also JG-R in Board Policy Manual.

SUPERVISORY DUTIES

Routine duties constitute an important part of the classroom teacher's work. They consist of shared administrative and instructional responsibilities.

When a staff member is assigned a duty on a given day, at a given time, it is mandatory that the person appear, not late, but on time. There is no time during the entire school day during which staff members are not responsible for the children entrusted to our care, and any laxness on our part may reflect seriously upon our school and upon us as individuals. Duties are part of the teaching profession, along with teaching. If an accident occurred while a teacher was assigned a duty but not present, a court could consider that teacher negligent and hold him/her liable for injuries or damages. Students must be supervised at all times. Sponsors, coaches and teachers are not to leave students unsupervised and are responsible for their supervision until the student is picked up

TELEPHONE

Except in an emergency, teachers are not to receive or use the telephones during class. A message will be taken or voice mail will be accessed.

No child will be permitted to use the classroom or office phone without authorization from the teacher.

TOBACCO AND TOBACCO DERIVATIVES POLICY

Employees and visitors shall not be permitted to use tobacco or tobacco products on school property at any time.

VIDEOS

Prior to any movie video being shown administrative approval must be obtained. Videos may be used for instructional purposes or as a limited reward with approval. At the elementary and primary level only G-rated videos may be approved.

VISITORS

The principal's office is to be notified of any planned guest speakers or other visitors. Clearance should be received from the principal before a speaker is scheduled. All visitors must report to the office before going to the classroom.

VOLUNTEER PROGRAM

Volunteers serve a vital role at Southern Boone. We encourage anyone interested to participate in this program. Anyone wishing to become a volunteer should contact a building office. A copy of the volunteer guidelines may be obtained in any office.

FILE: AC
Critical

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

The Southern Boone County R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Southern Boone County R-I School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a. Make complaints of prohibited discrimination or harassment.
 - b. Report prohibited discrimination or harassment.
 - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

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

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent/Title IX Coordinator
Southern Boone County R-I School District
303 N. Main, P.O. Box 168
Ashland, MO 65010-0168
Phone: 573-657-2147/Fax: 573-657-5513

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent
303 N. Main, P.O. Box 168
Ashland, MO 65010-0168
Phone: 573-657-2147/Fax: 573-657-5513

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Southern Boone County R-I School District.

3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Southern Boone County R-I School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone

other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee

or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

* * * * *

FILE: EHB
Critical

TECHNOLOGY USAGE

The Southern Boone County R-I School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources - Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User - Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) - Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password - A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure (A content filter@) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

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FILE: GBBDA
Critical

FAMILY AND MEDICAL LEAVE

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the district's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave shall proceed according to the district's established policies.

Definitions

The following definitions apply to FMLA leave:

Covered Active Duty – In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in accordance with law.

Armed Forces – Army, Navy, Air Force, Marine Corps and Coast Guard, including the National Guard and Reserves.

Child – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability at the time that FMLA leave is to commence. For the qualifying exigency leave and military caregiver leave only, the age of the child does not matter.

Covered Servicemember (for qualifying exigency leave) – The employee's spouse, child or parent under a federal call or order to covered active duty.

Covered Servicemember (for military caregiver leave) – The employee's spouse, child, parent or next of kin who is 1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date the eligible employee takes FMLA leave to care for the veteran.

Instructional Employees – Employees whose principal function is to teach and instruct students in a class, a small group or an individual setting. This term includes athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teachers' assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or

curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Next of Kin – For the purposes of military caregiver leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by 29 C.F.R. § 825.127.

Outpatient Status – Covered servicemember assigned to a military medical treatment facility or a unit established for the purpose of providing command and control of members of the Armed Forces as outpatients.

Parent – The biological, adoptive, stepparent or foster parent of a "child" as defined in this policy.

Qualifying Exigency – Issues that arise due to covered active duty or a call to covered active duty of an employee's spouse, child or parent, including issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and other activities as defined by 29 C.F.R. § 825.126.

Serious Health Condition – Illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a healthcare provider.

Serious Illness or Injury (for military caregiver leave) – 1) In the case of a current member of the Armed Forces, an injury or illness incurred in the line of duty on active duty in the Armed Forces (including the National Guard or Reserves) or that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty, that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank or rating; and 2) in the case of a veteran, an injury or illness that meets one or more of the standards listed in 29 C.F.R. § 825.127 and that was incurred in the line of duty on active duty in the Armed Forces, or that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty, and that manifested itself before or after the servicemember became a veteran.

Spouse – Husband or wife as defined or recognized under the state law in the state in which the employee resides.

Veteran – An individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the veteran. For veterans discharged or released prior to March 8, 2013, the period between October 28, 2009, and March 8, 2013, does not count toward the determination of the five-year period mentioned in the previous sentence.

Eligibility

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

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

An absence may qualify for FMLA protection if it is for one of the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered servicemember (including some veterans) with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Notice to Employees

General Notice

The district will post notice to employees explaining FMLA benefits in accordance with law. If the district employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights or will distribute a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

Eligibility and Rights and Responsibilities Notices

Absent extenuating circumstances, the district will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five business days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason. Such notice will be provided at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

Designation Notice

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will provide written notice to the employee within five business days, absent extenuating circumstances, regarding whether the leave will be counted as

FMLA leave. The district will notify the employee if a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

Employee Notice to the District

An employee must notify the district of the need for leave and explain the reasons for the leave so the district can determine whether the leave qualifies for FMLA. The leave may be delayed or denied if the employee fails to give such notice.

In all cases of foreseeable leave, the employee must provide notice, in the same manner that is required under the district's leave policies, to the superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave. If an employee fails to provide the required notice, the district may delay or deny the FMLA-protected leave.

When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case, in the same manner that notice is required under the district's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for the district to reasonably determine whether the FMLA may apply to the leave request.

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is unforeseeable or impractical, the employee must provide notice as soon as practicable. If fewer than 30 days' notice is given, the employee shall explain upon request why such notice was not practicable.

"As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

Leave Use

For all FMLA purposes except military caregiver leave, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30.

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
2. The birth and first-year care of the employee's child.
 - a. The adoption or foster placement of a child with the employee.
 - b. A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.

- c. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.
 - d. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of a spouse, child, parent or next of kin who is a covered service member. Twenty-six weeks of leave are available per covered service member, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
3. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during a single 12-month period, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: the birth of the employee's child or to care for such child; the placement of a child with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter or parent with a serious health condition; for the employee's own serious health condition; or because of a qualifying exigency. For example, an employee could take 16 weeks of military caregiver leave and still have ten weeks available for the birth of a child. However, an employee who used ten weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.
4. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where the husband and wife both use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the husband and wife would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When a husband and wife are both employed by the district and both wish to use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
5. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.
6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent

under paid or unpaid leave in accordance with law or district policy. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.

7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments no greater than the shortest period of time that the district uses to account for use of other forms of leave, provided that it is not greater than one hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when the district and the employee have reached agreement for how the leave will be used.
8. The district reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

Instructional Employees

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

Leave Protections

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. However, the district has the discretion to assign employees taking intermittent leave or returning from FMLA leave to a different position or a position in a different building, grade level or classroom as long as the employee has the

appropriate certification or license for the position. Depending on the circumstances, instructional employees may be assigned to substitute teacher positions, positions as in-school suspension supervisors or other district positions for which they are certificated if the district determines that such placement is necessary to ensure consistency of instruction.

The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Recordkeeping

The superintendent or designee will ensure that personnel records regarding FMLA eligibility and leave are maintained in accordance with law and available for inspection, copying and transcription by representatives of the U.S. Department of Labor upon request.

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

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FILE: GBCC
Critical

STAFF USE OF COMMUNICATION DEVICES

The Southern Boone County R-I School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Communication Device – Any mobile telephone, personal digital assistant, pager, tablet, laptop or other portable device that sends, receives or retrieves calls, text messages, e-mail, other electronic communications or data, or provides access to the Internet.

Use/Using – Dialing, answering or talking on the phone; sending, reading or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. An employee is considered to be using a device even when the use is hands-free.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy and in accordance with law, employees shall not use communication devices when:

1. Driving district-provided vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for district use in a district activity.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

The district will make an exception to the rules in this section when the communication device is used to:

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.
5. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

Even in these situations, employees should first take all possible safety precautions before using communication devices.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

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FILE: GBE
Critical

STAFF HEALTH AND SAFETY

The health and safety of all district personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the district's communicable disease policy.

The district will only make medical inquiries, require physical exams or keep medical information on an employee in accordance with law.

Individuals employed by the district or through a contracted service to drive district transportation must annually file a statement from a medical examiner with the district that indicates that they are physically qualified to operate district transportation for the purpose of transporting students. A new driver must file this statement prior to his or her initial operation of district transportation.

Medical records must be maintained on separate forms in separate medical files and shall be kept confidential.

FILE: GBEBA
Critical

DRUG-FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE). The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

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

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

FILE: GBH
Critical

STAFF/STUDENT RELATIONS

Definitions

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

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

Student — Individuals currently enrolled in the Southern Boone County R-1 School District.

General

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

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

Absolute Prohibitions

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

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

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

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

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

Failure to Maintain Boundaries

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

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students without the knowledge of a supervisor.
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

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

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

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

children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

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

Reporting

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

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

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

Training

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

FILE: GBLB
Critical

REFERENCES

Definitions

Employee – Any staff member or student teacher of the Southern Boone County R-I School District.

Former Employee – An employee who was terminated or resigned or whose contract was nonrenewed; an employee who has been notified that his or her contract with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.

Potential Employer – Another school district, business or person seeking to hire a current or former employee or screening the current or former employee for a volunteer position, internship or other activity.

Reference – Information regarding the employment of, or services provided by, a current or former employee including, but not limited to, specific information regarding dates of employment or service, salary, job duties, performance or character.

Sexual Misconduct – Engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct; illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the Children's Division (CD) of the Department of Social Services.

General

The district will maintain information regarding current and former employees as confidential within the limits of the law. Only the superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or designee. Upon request, employees will assist the superintendent or designee with the preparation of accurate reference information.

Employees other than the superintendent or designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the district. Employees providing personal references may not use district letterhead or otherwise indicate that the reference is sponsored by the district, but may identify the working relationship they have or had with the current or former employee. The district will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references.

Content

In accordance with law, the following information about employees will be provided to any member of the public upon request:

1. Names
2. Positions
3. Salaries
4. Lengths of service

Unless otherwise required under this policy or by law, before providing a reference for a current or former employee, the superintendent or designee will verify that the employee consents to the release of further information. The district may obtain a blanket consent from the employee when the employee leaves the district, contact the employee when a request is made or rely on written consent provided through the application process.

Even with consent, unless otherwise authorized by the Board or the district's attorney, the superintendent or designee may only provide the following factual information when requested, without offering opinions or commentary on job performance:

1. A description of the employee's job duties when employed.
2. Additional district-sponsored committees, activities or duties the employee volunteered for or was designated to perform.
3. Honors and awards received by the employee.
4. Factual information on work performance.
5. Whether the employee resigned or was non-renewed or terminated. Based on documentation in the personnel file, potential employers will be notified if the employment was ended due to the financial condition of the district, a decrease in enrollment or reorganization of the department, school or district.
6. When requested, a "yes" or "no" answer to a question about whether the district would re-employ the current or former employee if an appropriate position existed or whether the superintendent would recommend re-employment.
7. Allegations of sexual misconduct with a student as required below.

Disclosing Allegations of Sexual Misconduct to Other Public Schools

If a potential public or charter school employer requests a reference regarding a former employee whose job involved contact with children, the district will, in accordance with state law, notify the potential public or charter school employer if the employee was terminated, non-renewed or allowed to resign in lieu of termination as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the CD's child abuse and neglect review board.

If a potential public or charter school employer contacts the district for a reference for any former employee about whom the CD has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the district will provide the results of the CD

investigation to the potential public or charter school employer, regardless of whether the employee's job involved contact with children.

The district must provide these notifications regardless of whether the former employee has authorized the release of information. The district will provide due process as required by law prior to releasing information in accordance with this section, if feasible. The superintendent or designee is authorized to contact the district's attorney for advice on implementing this policy in accordance with law.

Recordkeeping

When the district is contacted for a reference for a current or former employee, the superintendent or designee will document the date, the name of the person and entity requesting the information, the person responding to the request, the method of disclosure, the information provided and, when applicable, the consent received.

In accordance with law, if the district responds to any requests in writing, the district will forward a copy of the written reference to the current or former employee at the employee's last known address.

Notice

The district will notify all current employees of this policy. The superintendent or designee will provide notification of the existence of this policy to all potential employers who contact the district for a reference. The notification must also include a statement that the district's responses are limited to the scope of this policy. The district will also provide copies of the policy to former employees upon request.

Immunity

Any district employee who is permitted under this policy to respond to requests for references regarding former employees and who communicates only the information authorized by this policy in good faith and without malice is entitled to immunity against any civil action for damages brought by the former employee arising out of the communication of such information, in accordance with law. District employees responding to requests for references in accordance with this policy may request the attorney general to defend them if sued.

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FILE: GCBC
Critical

PROFESSIONAL STAFF FRINGE BENEFITS

The Board recognizes that fringe benefits, such as insurance opportunities, are an integral part of the total compensation plan for full-time professional staff members. The superintendent or designee will research and present to the Board fringe benefit opportunities that will assist the district in attracting and retaining quality employees.

Unless otherwise indicated in this policy, a professional staff member is considered to be a full-time employee if he or she holds a position designated as full time in the relevant job description. Employees are eligible to receive fringe benefits in accordance with time worked. Full-time employees will receive full benefits. Part-time employees will receive proportional benefits to time worked.

Benefits Fully or Partially Paid by the District

The district will provide access to and contribute toward the cost of the following benefit options for full-time professional staff members:

1. Health insurance or a group health plan
2. Life insurance
3. Vision insurance
4. Dental insurance
5. Other benefits as approved by the Board

The Board of Education shall provide fringe benefits to all certificated staff members working ½ time or more by offering participation in a group insurance plan. In accordance with law, any contract for an insurance policy provided for the benefit of employees will be submitted to competitive bidding at least every three years.

Health Insurance or Group Health Plan

The Board will provide eligible full-time employees access to district-sponsored health insurance or a group health plan, in accordance with federal law. For health insurance or health plan purposes, an eligible employee is defined as a staff member the district reasonably expects to work an average of 30 hours or more per week as determined by law.

Any district health insurance contract or plan shall include a provision allowing persons who retire from the district to remain or become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS) or the Public Education Employee Retirement System of Missouri (PEERS) by paying premiums. In addition, the retiree's spouse and children must be allowed to become members of the plan if they are receiving or are eligible to receive benefits under the PSRS or PEERS. Retirees and their spouses and children will have one year from the date of retirement to qualify and enroll in the coverage. Once that date has passed, if a retiree or his or her spouse or children discontinue district coverage, they are not eligible to re-enroll.

Benefits Provided by the District at Employee Expense

In accordance with law, the district is required to establish a premium-only cafeteria plan unless the district provides health insurance through a self-insured or self-funded group health plan. Even if the

district provides health insurance through a self-insured or self-funded plan, the district may choose to offer employees access to a cafeteria plan or other benefits at the employee's expense.

403(b) Program

The district offers participation in a 403(b) annuity program in accordance with law. The district has selected and contracted with a third-party company to administer the program. A copy of the district's written plan is available in the central office. Selection and removal of vendors and funding vehicles shall be in accordance with the policy recommended by the third-party administrator, which is incorporated by reference into this policy.

Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) Requirements

In accordance with law, the district-sponsored health insurance or group health plan will allow for continuing coverage of employees and their spouses, former spouses or dependent children after certain qualifying events upon payment of the applicable premium. This obligation applies to both district-paid and employee-paid options. Qualifying events include, but are not limited to, employee resignation from the district, most situations involving employee termination and situations where an employee's hours have been reduced so that he or she no longer qualifies for district-paid health insurance or the group health plan. The district will provide notices as required by law.

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FILE: GCBDA
Critical

STAFF SHORT-TERM LEAVES AND ABSENCES

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a staff member's position. When a staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

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

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

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

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

The district may require an employee to provide the district verification of illness from a healthcare provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

This policy does not apply to temporary or substitute staff members unless otherwise noted.

The following leaves with pay will be provided to full-time staff employees. All leave will be calculated in half-day increments. Regular part-time staff employees will receive these leaves on a pro rata basis.

1. **Sick Leave** - Staff employees whose assignments call for 12 months of full-time employment will receive 12 days of sick leave. Staff employees whose assignments call for full-time employment only during the regular school term will receive nine days of sick leave. Unused sick leave days are unlimited. An absence of up to two hours shall be counted as one-quarter (1/4) day of sick leave. An absence of between two and four hours shall be counted as one-half (1/2) day of sick leave. An absence of greater than four hours shall be counted as a full day of sick leave.

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
 - i. The employee's spouse.
 - ii. The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
 - iii. Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- c. Illness, injury or incapacity of other relatives, with permission granted by the administration.
- d. Pregnancy, childbirth, adoption or foster care leave in accordance with this policy.
- e. **Sick Leave Buy-Back** - All staff who have completed five or more years of service with the district will be reimbursed for unused sick leave days at a rate of \$30 per unused sick leave day up to a maximum of 125 accumulated days when leaving the district.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

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

Any employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

2. **Personal Leave** - A maximum of two days of personal leave will be available per school year. Tenured teachers and support staff who have been with the district for five years may accumulate up to four days of personal leave. Unused personal leave days shall be added to the employee's accumulated sick leave.

Absences may be charged against personal leave for court appearances, unless applicable law or policy provides for paid leave.

Thirty days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. All personal leave must be approved by the superintendent or designee. Personal leave requests will not be approved for the following days: First and last week of school, days

connecting to holidays, snow make-up days, professional development days and during state testing. An exception to these restrictions due to special circumstances may be made by the superintendent upon request.

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

3. **Vacation** - All staff employed on a 12-month basis will receive vacation as designated per contract or job description per year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

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

4. **Bereavement Leave** - When a death occurs in an employee's immediate family, as defined in the Sick Leave section #1.b. above, the employee may take up to three consecutive work days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave.

After the exhaustion of the three days of bereavement leave, the employee may use up to five more sick leave days for bereavement.

Unless otherwise provided, the following leaves will be provided to full-time and part-time employees.

1. **Holidays** - New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, and Christmas Day (unless school is in session for any of these holidays).

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

2. **Professional Leave** - Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the immediate supervisor for support staff and by the superintendent or designee for professional staff, and must be arranged well in advance. It is not considered personal leave.
3. **Military Leave** - The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 B September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
4. **Election Leave** - Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The

employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

5. **Leave to Vote** - Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
6. **Jury Duty Leave** - An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
7. **Leave for Court Subpoena** - If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
8. **Firefighter Leave** - Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
9. **Crime Victim Leave** - Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
10. **Civil Air Patrol Leave** - Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counter-narcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counter-narcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.
11. **Coast Guard Auxiliary Leave** - Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other

appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

Unpaid Leave

Temporary Leave - A temporary leave of absence shall be defined as any leave other than: (1) sick leave with pay; (2) personal leave with pay; (3) bereavement leave with pay; and/or (4) FMLA leave whether paid or unpaid. An employee desiring a temporary leave should request this in writing to the superintendent or designee as soon as possible. All approved temporary leave days will be without pay.

Generally, leaves granted by the Board shall not impair the tenure of a permanent teacher, or impair the years of credit previously earned by a probationary teacher. Temporary leaves shall not prohibit a teacher from advancing on the salary schedule, providing it is not more than 91 days. The Board recommends that the teacher retain one day of sick leave for each remaining month of his or her contract.

Pregnancy, Childbirth and Adoption Leave

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

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FILE: GCBDB
Critical

PROFESSIONAL STAFF LONG-TERM LEAVES AND ABSENCES

The Board of Education may grant the following long-term leave of absence under specified conditions.

Military Leaves of Absence

The Board of Education will grant military leave as required by law and as described in Board policy.

1. Pursuant to federal law, employment and re-employment rights shall be maintained for periods of service up to five years or more as required by statute.
2. Pursuant to state law, employees taking military leave are entitled to up to 120 hours of paid leave for military duty. Pay will only be available for hours of military leave that occur at a time when the employee would otherwise have been required to be at work.
3. Leaves for military service will not be counted as continuous full-time service when computing tenure but shall not impair tenure previously acquired nor affect any credit toward tenure previously earned.
4. After initial employment with the district, time spent on military leave shall be counted in determining placement on the salary schedule.

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FILE: GCD
Critical

PROFESSIONAL STAFF RECRUITING AND HIRING

Because an effective educational program requires quality staff members, the Board and the administration of the Southern Boone County R-I School District will make every effort possible to attract and retain the best-qualified personnel. The Board of Education will employ personnel in accordance with law.

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. All teachers and administrators must have valid certification to teach in Missouri schools. The district is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Southern Boone County R-I School District will enroll and actively participate in a federal work authorization program in accordance with law.

Recruiting

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five (5) business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five (5) business days or that a longer period is necessary, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the Board, superintendent or designee assigns an existing employee to the position.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the district.

All requests for information concerning professional staff vacancies in the district shall be directed to the superintendent or designee. Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the superintendent or designee. The complete and accurate application will be placed on file for consideration when vacancies arise. The applicant should renew the application by writing the superintendent or designee each year on or before March 1, and bring the application up to date or the application will not be considered. The application blank will not be returned to the candidate; however, any information pertaining to the application will be returned if a self-addressed stamped envelope is sent with the request.

The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary. The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

Hiring

A position other than the superintendent's position will be filled by the Board of Education only after receiving the recommendation of the superintendent or designee. It is the policy of the Board of Education to employ highly qualified teachers with post-secondary degrees from fully accredited universities and the appropriate teaching certificates. In making recommendations, the superintendent or designee shall give first consideration to applicants who, in addition to proper general education

qualifications, have special training and other qualifications for the particular type of vacancy to be filled. If a candidate is not acceptable to the Board, the superintendent or designee should recommend another candidate.

Before the Board votes to employ an applicant in a position that requires a certificate or other professional license, the superintendent or designee will verify that the applicant currently possesses the appropriate license or certification. The superintendent or designee will also reverify licenses and certifications once they are renewed. Any applicant found to have presented any document referencing fake academic credentials will immediately be removed from consideration.

All applicants will be promptly notified once a decision has been made on the position. As required by law, probationary teachers, principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, shall be notified in writing concerning reemployment on or before April 15 of the year in which the current contract expires.

A spouse of a Board member will only be hired to fill a vacant or new position if the position has been advertised in accordance with this policy and if the superintendent has submitted a written recommendation supporting the employment of the spouse. If the spouse of a Board member is hired, the names of all applicants for that position as well as the name of the individual hired will be included in the appropriate Board minutes.

A spouse of an administrator may be employed by the district, but the spouse cannot be assigned to the administrator's building and/or be under the administrator's supervision.

The Board of Education may employ the parent and the child of a current employee. However, no such person shall be employed in any position requiring the evaluation or supervision of either party by the other.

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the

Southern Boone County R-I School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

Hiring Retirees

If the district determines that it has a shortage of certificated teachers, the district may hire retired certificated teachers receiving retirement benefits from the Missouri Public School Retirement System to teach full time for up to two (2) years without loss of benefits to the teacher, if the district meets the requirements set by state law. The district may only hire retired teachers under this program if it has:

1. Made a good-faith effort to fill positions with candidates who have not retired.
2. Not offered early retirement incentives for either of the previous two (2) years.
3. Posted the vacancy for at least one (1) month and solicited applications through local newspapers, other media or teacher education programs.
4. Determined that there is an insufficient number of eligible applicants.
5. Declared a critical shortage of certificated teachers that is active for one (1) year.

The total number of retired teachers hired under this section cannot exceed at any one (1) time the lesser of ten (10) percent of the total teacher staff in the district or five (5) certificated teachers. This provision does not apply to a retired certificated teacher employed as a superintendent.

Contracting

Unless the terms of the contract state otherwise, newly hired employees who receive a written contract must return the contract within 15 calendar days of the receipt of the contract, or the offer of employment will be deemed rejected.

Probationary teachers, principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, will receive a contract no later than May 15 of the year in which the current contract expires. Once such an employee has received a contract, the employee will have 15 calendar days to sign and return the contract or the contract shall be deemed to have been rejected.

Tenured teachers shall be notified in writing by May 15 regarding the beginning date and length of the next school year and the amount of compensation to be received for the next school year as provided by the salary schedule adopted by the Board. A tenured teacher who does not notify the district of his or her intent to leave the district by June 1 is contractually bound to the district for the upcoming school year.

FILE: GCN
Critical

EVALUATION OF PROFESSIONAL STAFF

The Board requires a program of comprehensive, performance-based evaluations for the teachers and other professional staff members it employs in order to ensure high-quality staff performance that improves student achievement. Evaluation instruments used by the district will minimally reflect the standards for evaluation of professional staff adopted by the Missouri State Board of Education (State Board).

Evaluation of Professional Staff Other Than Teachers

All professional staff members contribute toward the achievement of the district's students and the overall success of the district. To ensure continuous improvement and growth, the supervisors of professional staff members will set performance goals, conduct continuous performance evaluations and complete a written summative evaluation annually.

Teacher Evaluations

The superintendent or designee will annually complete a summative evaluation of the performance of teachers in the district using an evaluation instrument that incorporates the Essential Principles of Effective Evaluation as adopted by the State Board.

The primary purpose of the evaluation is to improve student performance by promoting the continuous growth of teachers in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans (BIPs). Results of the evaluation will inform employment and compensation decisions, but may not be the only factor considered.

The superintendent or designee, in consultation with the district's teaching staff, will develop procedures and instruments for professional staff evaluation.

Teacher Evaluation Standards

Teachers in the Southern Boone County R-I School District will be held to the following standards:

1. *Content Knowledge Aligned with the Appropriate Instruction:* The teacher understands the central concepts, structures and tools of inquiry of the discipline(s) taught and creates learning experiences that make these aspects of subject matter meaningful and engaging for all students.
2. *Student Learning, Growth and Development:* The teacher understands how students learn, develop and differ in their approaches to learning and provides learning opportunities that are adapted to diverse learners and support the intellectual, social and personal development of all students.

3. *Curriculum Implementation:* The teacher recognizes the importance of long-range planning and curriculum development and develops, implements and evaluates curriculum based on student, district and state standards data.
4. *Critical Thinking:* The teacher uses a variety of instructional strategies and resources to encourage students' critical thinking, problem-solving and performance skills, including instructional resources.
5. *Positive Classroom Environment:* The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages active engagement in learning, positive social interaction and self-motivation.
6. *Effective Communication:* The teacher models effective verbal, nonverbal and media communication techniques with students, colleagues and families to foster active inquiry, collaboration and supportive interaction in the classroom.
7. *Student Assessment and Data Analysis:* The teacher understands and uses formative and summative assessment strategies to assess the learner's progress, uses classroom and standardized assessment data to plan ongoing instruction, monitors the performance of each student and devises instruction to enable students to grow, develop and make adequate academic progress.
8. *Professionalism:* The teacher is a reflective practitioner who continually assesses the effects of choices and actions on others and actively seeks out opportunities to grow professionally in order to improve learning for all students.
9. *Professional Collaboration:* The teacher has effective working relationships with students, parents/guardians, school colleagues and community members.

Counselor and Librarian Evaluation Standards

The district adopts the model standards for librarians and counselors developed by the Department of Elementary and Secondary Education and adopted by the State Board.

Recordkeeping

A copy of the professional staff member's summative evaluation and supporting documentation will be kept in the employee's personnel file.

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FILE: IGBA
Critical

PROGRAMS FOR STUDENTS WITH DISABILITIES

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

General

Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately.

All complaints regarding discrimination will be resolved in accordance with policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC.

The district will notify all parents and students of its obligations under this policy and the law.

Unless the parents of the child have initially consented in writing to the district's offer to provide special education and related services, the district cannot, and will have no obligation to, provide special education services pursuant to the Individuals with Disabilities Education Act (IDEA), and the child will not receive the protections of the IDEA.

Students Eligible for Special Education Services under the IDEA

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

Students Placed in Private Schools by Their Parents

In general, the Southern Boone County R-I School District has no obligation to provide a free, appropriate public education (FAPE) or special education and related services to any student enrolled in a private school by his or her parents. The district will expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole, as required by law.

Parents of a student previously enrolled in the district who choose to unilaterally place the student in a private school without district consent due to a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

Evaluation and Identification

The special education director will develop and implement procedures governing the evaluation of students to determine their eligibility for special education services in accordance with the law and state and local plans. Further, the Board authorizes the special education director to use a discrepancy model, including the use of professional judgment, for identifying students with specific learning disabilities (SLD).

Independent Evaluations

An Independent Educational Evaluation (IEE) will be provided as required by the IDEA. Applicable procedures, evaluator criteria and cost guidelines governing the IEE process are available through the district's special services office. The Board delegates the authority to make changes to these procedures, evaluator criteria and cost guidelines to the superintendent or designee. These items will adhere to rules published in the State and Local Plans for Compliance with Part B of the IDEA.

Extended School Year

Extended school year (ESY) services may be necessary to provide a child with a disability a free and appropriate public education pursuant to law. The individualized education program (IEP) team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will only be provided if the student is found eligible in accordance with this policy.

A student will be eligible for ESY services if, based on the available data, the student needs services beyond the regular school day/term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside of the classroom setting without ESY services.
6. Availability of alternative resources.
7. Areas of curriculum that need continuous attention.
8. Ability of the student's parents to provide educational structure.
9. Particular curricular or vocational needs of the student.

The length, nature and type of ESY services will be determined by the IEP team and addressed in each student's IEP. If at the time the IEP is developed it is unreasonable to predict eligibility for ESY services, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services, but not later than six (6) weeks prior to the end of the regular school term.

Mediation

The Board of Education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the superintendent is authorized to perform his or her duties under this section.

Resolution

The Board of Education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the superintendent is authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

Children Three (3) to Five (5) Years of Age

When identifying children three (3) to five (5) years of age who qualify for special education but are not yet eligible for kindergarten, the district will use any of the disability categories, including that of Young Child with a Developmental Delay (YCDD). When a child so identified reaches kindergarten age, his or her eligibility will continue to be determined using any of the disability categories, including that of YCDD. A child who is not identified as eligible for special education services prior to reaching kindergarten age will be identified using disability categories excluding that of YCDD.

Accommodation of Students with Disabilities Including Those Not Eligible for Special Education Services under the IDEA

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities maybe eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

FILE: JGGA
Critical

SECLUSION, ISOLATION AND RESTRAINT

Purpose

Through the adoption of this policy, the Board of Education expects to:

1. Promote safety and prevent harm to students, school personnel and visitors in the school district.
2. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
3. Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint in response to emergency situations.
4. Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
5. Promote the use of nonaversive behavioral interventions, including positive behavioral support techniques.

Policy Applicability

This policy applies to all district personnel as defined in the policy. District personnel assigned to facilities not located on district premises (hospitals, detention centers, juvenile facilities and mental health facilities) will follow the policy as specified in the written agreement between the district and the facility. If no policy is specified in a written agreement, employees will follow the facilities' policies unless such policies conflict with the district's policy. If there is a conflict, the employee will notify his or her supervisor and follow district policy until otherwise directed by the Board of Education.

Definitions

Assistive Technology Device — Any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a student with a disability.

Aversive Behavioral Intervention or Aversive Intervention — An intervention that is intended to inflict pain or discomfort upon a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful or intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other similar interventions. The term does not include such interventions as voice control limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

Behavioral Intervention — An individualized instructional and environmental support that teaches students appropriate behaviors to replace problem behaviors. Behavioral interventions are guided by a functional behavioral assessment that identifies the communicative intent of problem behavior and takes into consideration any known medical, developmental or psychological limitation(s) of the student.

Behavior Intervention Plan (BIP) — A plan that sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

Behavior Management— Comprehensive, schoolwide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

Chemical Restraint — Administration of a drug or medication to manage a student's behavior that is not a standard treatment and dosage for the student's medical condition.

Confinement — The act of preventing a student from leaving an enclosed space. *Discipline* — Consequences for violating the district's student code of conduct.

Emergency Situation — A situation in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of property.

Functional Behavior Assessment — A formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers and the student to determine the frequency, antecedent and response of the targeted behavior.

Individualized Education Program (IEP) —A student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

Isolation — The confinement of a student alone in an enclosed space without locking hardware. Isolation does not include supervised in-school suspension, detention or time-out used as disciplinary consequences in accordance with the district's student discipline code.

Law Enforcement Officer — Any public servant having both the power and duty to make arrests for violations of the laws of this state.

Locking Hardware — Mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

Mechanical Restraint — A device or physical object that the student cannot easily remove that restricts a student's freedom of movement or normal access to a portion of his or her body. This includes, but is not limited to: straps, duct tape, cords or garments. The term does not include assistive technology devices.

Physical Escort — The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

Physical Restraint — The use of person-to-person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student's hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Positive Behavior Supports — A range of instructional and environmental supports to teach students pro-social alternatives to problem behavior and allow them multiple opportunities to practice pro-social skills and receive high rates of positive feedback.

Restraint — See the definitions for chemical restraint, mechanical restraint and physical restraint.

School or District Employee or Personnel — Any person employed by the district, volunteering for the district or performing services on behalf of the district or at the direction of the district. "School or District Employee or Personnel" may include persons working with students as independent contractors or on behalf of an independent contractor, or persons employed by another agency who are providing educational or related services to students.

Seclusion — The confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

Section 504 Plan — A student's individualized plan as defined by Section 504 of the Rehabilitation Act of 1973.

Time-Out — Brief removal from sources of positive reinforcement that does not meet the definition of seclusion or isolation. The purpose of time-out is to separate the student from the attention of staff and other students.

Use of Time-Out

Nothing in this policy is intended to prohibit the use of time-out as defined in this policy.

Use of Aversive Interventions

Aversive interventions will only be used in accordance with this policy. District personnel shall never use aversive interventions that compromise health and safety.

Use of Seclusion, Isolation and Restraint

Seclusion

Seclusion as defined in this policy is prohibited except in an emergency situation while awaiting the arrival of law enforcement officers as provided for in state law.

Isolation

Isolation shall only be used:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or
3. With parental approval as specified in a student's IEP, Section 504 plan or other agreed-upon plan to address a student's behavior.

Isolation shall never be used as a form of punishment or for the convenience of district personnel.

A student in isolation must be monitored by district personnel who are in close proximity and able to see and hear the student at all times. Monitoring shall be face to face unless personal safety is significantly compromised, in which case technology-supported monitoring may be utilized. The total time in isolation is to be reasonably calculated based on the age of the student and the circumstances and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents/guardians or administrative staff, unless otherwise specified in an IEP, Section 504 plan or other parentally agreed-upon plan to address a student's behavior.

The space in which the student is isolated should be a normal-sized meeting room or classroom commonly found in a school setting with standard lighting, ventilation, heating, cooling and ceiling height and that is free of objects that could cause harm to the student.

Physical Restraint

Physical restraint shall only be used:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or
3. With parental approval as specified in a student's IEP, Section 504 plan or other agreed-upon plan to address a student's behavior.

Physical restraint will:

1. Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
2. Be no greater than the degree of force necessary to protect the student or other persons from imminent bodily injury or to protect property.
3. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat that restricts breathing.
4. Only be done by district personnel trained in the proper use of physical restraint.

District personnel who use physical restraint shall only use restraint methods in which they have received district-approved training. Further, district personnel who use physical restraint may only do so in the presence of at least one (1) additional adult who is in the line of sight unless no other adult is immediately available due to an unforeseeable emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of district personnel.

Mechanical Restraint

Mechanical restraint shall only be used as specified in a student's IEP or Section 504 plan with two (2) exceptions:

1. Vehicle safety restraints shall be used according to state and federal regulations.
2. Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with appropriate professional standards and applicable policies.

Chemical Restraint

Chemical restraints shall never be used by district personnel.

Emergency Situation Follow-ups

Following any emergency situation involving the use of seclusion, isolation or restraint, a meeting shall occur as soon as possible but no later than two (2) school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-

escalation efforts were not effective; any traumatic reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process. All staff members directly involved with the emergency situation will be included in the meeting, which will be scheduled and led by the building principal or designee.

Positive Behavior Supports

The superintendent or designee is responsible for implementing the districtwide use of appropriate positive behavior supports designed to support or alter behavior in all students.

Training

The superintendent shall ensure that all district personnel are trained annually and know the policy and procedures involving the use of seclusion, isolation and restraint. Training shall include all of the following:

1. A continuum of prevention techniques.
2. Environmental management techniques.
3. A continuum of de-escalation techniques.
4. Information about this policy.

In addition to the training provided to all district personnel, those who utilize seclusion, isolation or restraint will also receive annual training in:

The appropriate use of physical restraint.

1. Professionally accepted practices in physical management and use of restraints.
2. The best way to explain the proposed restraint methods to students and parents/guardians.
3. The appropriate use of isolation.
4. The appropriate use of seclusion.

Records

The superintendent or designee will maintain records documenting the use of seclusion, isolation and restraint showing when they were used and the reason for use; the duration of the use; names of district personnel involved; whether students or school personnel were injured; the name and age of the student; whether the student has an IEP, Section 504 plan or BIP; when the parents/guardians were notified; if the student was disciplined; and any other documentation required by federal or state law.

Notice to Parents/Guardians

Except as otherwise specified in a student's IEP or Section 504 plan, following an emergency situation involving the use of seclusion, isolation or restraint, the parent/guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.

The parent/guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:

1. Date, time of day, location, duration and description of the incident and interventions.
2. Event(s) that led up to the incident.

3. Nature and extent of any injury to the student.
4. Name of an employee the parent/guardian can contact regarding the incident.
5. Plan to prevent the need for future use of seclusion, isolation or restraint.

Students with Disabilities

If the IEP or Section 504 plan of a student with a disability includes the use of seclusion, isolation, restraint or aversive behavior intervention:

1. The IEP or Section 504 plan must specify the conditions under which seclusion, isolation, restraint or aversive behavior intervention may be used.
2. The IEP or Section 504 plan must include steps to eliminate the need for the use of seclusion, isolation, restraint or aversive behavior intervention.
3. Any use of seclusion, isolation, restraint or aversive behavior intervention must be limited to what is set forth in the IEP or Section 504 plan.

Before adding the use of seclusion, isolation, restraint or aversive behavior intervention to an IEP or Section 504 plan, the student must have undergone appropriate assessments including, but not limited to, a formal functional behavior assessment, and the student must have a BIP in place.

FILE: JHCF
Critical

STUDENT ALLERGY PREVENTION AND RESPONSE

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen.

Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing and attendance. Further, healthy students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

Identification

Each school will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

Students with Known Allergies

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any Section 504 plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing Section 504 plan or IHP/EAP will be disciplined, and such discipline may include termination.

Prevention

The district will not serve any processed foods, including foods sold in vending machines, that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Education and Training

All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of prefilled epinephrine auto syringes and the administration of asthma-related rescue medications.

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine or asthma-related rescue medications in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, signs and symptoms of allergic reactions; information on avoiding allergens; and simple steps students can take to keep classmates safe.

Confidentiality

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will not be shared with students and others who do not have a legitimate educational interest in the information unless authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

Response

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's Section 504 plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of prefilled epinephrine auto syringes to be administered in accordance with Board policy.

FILE: JO
Critical

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student - A student or former student who has reached age 18 or is attending a postsecondary school.

Parent - A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student - Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

- < **Students in Pre-K through fifth grade** B Student's name; grade level; participation in school-based activities and sports; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

- < **Sixth grade through twelfth grade students** B Student's name; parent's name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must

obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

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FILE: EHB-AF3
Critical

TECHNOLOGY USAGE
(Employee Technology Agreement)

I have read the Southern Boone County R-I School District Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and termination of my employment with the district.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages to district technology due to my negligent or intentional misuse of the district's technology resources. I understand that this form will be effective for the duration of my employment with the district unless changed or revoked by the district or me.

Signature of Employee

Date

Name of School: _____

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Southern Boone County R-I School District, Ashland, Missouri

FILE: GBEBA-AF
Critical

DRUG-FREE WORKPLACE
(Notice)

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances, alcohol or unauthorized prescriptions medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM
(Included with other acknowledgments at the back of this handbook)

I, _____, have read and understand the Drug-Free Workplace policy, I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination *or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.* I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

Signature of Employee

Date

Southern Boone County Schools
Transportation—Field Trip Request
(Requests must be made at least 10 days in advance of the planned trip)

School: _____ Teacher: _____

Class/Club/Organization: _____

Date Request Submitted: _____ Date of Field Trip: _____

Destination: _____

Time of Departure: _____ Return Time: _____

Method of Transportation Requested: _____

Number of Students: _____ Number of Chaperones: _____

Associated GLE:

Educational Rationale:

Additional Trip Information for Drivers:

TRIPS OVER 30 MILES REQUIRE SUPERINTENDENT APPROVAL

Superintendent Approval: _____ Date: _____

Building Principal Approval: _____ Date: _____

Transportation Director Signature: _____ Date: _____



Southern Boone County Schools
Athletic/Extra Curricular Transportation Request
(Requests must be made at least 10 days in advance of the planned trip)

School: _____ Teacher/Sponsor: _____

Team/Sport/Club/Group: _____

Date Request Submitted: _____ Date of Event: _____

Destination: _____

Time of Departure: _____ Return Time: _____

Method of Transportation Requested: _____

Loading Site: _____

Number of Students/Athletes being transported: _____

Number of Coaches: _____ Number of Buses Requested: _____

Coaches/Sponsor's who will be on bus: _____

Athletic Director Signature: _____ Date: _____

Building Principal Approval: _____ Date: _____

Transportation Director Signature: _____ Date: _____

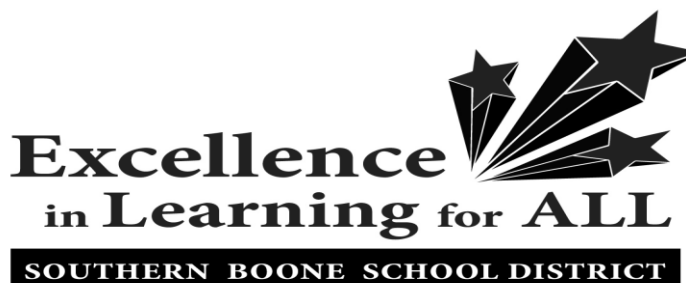
TRIPS OVER 30 MILES REQUIRE SUPERINTENDENT APPROVAL

Superintendent Approval: _____ Date: _____

Transportation Office Only

Bus # Assigned: _____

Bus Drivers Assigned to Activity: _____



**ACKNOWLEDGEMENT OF READING AND UNDERSTANDING
BOARD POLICIES AND PROCEDURES**

***AC Nondiscrimination and Anti-Harassment Policy and Grievance Procedures**

I have read and understand the Southern Boone School District Discrimination and Anti-Harassment Policy, including the procedures for filing a grievance.

***GBEBA Drug-Free Workplace**

DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM

I have read and I understand the Drug-Free Workplace policy. I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination *or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.* I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

***GCBDA & GCBDB Long-Term and Short-Term Leave and Absences including the Family and Medical Leave Act (FMLA)**

I have read and understand the Leave and Absence Policies of the Southern Boone School District including my rights under the Family and Medical Leave Act.

***EHB Technology Use Policy**

I have read the Southern Boone County R-1 School District Technology Acceptable Use Policy and Regulations and agree to abide by its provisions.

***Staff Conduct**

I have read and understand Staff Conduct expectations.

I acknowledge reading and understanding the above policies and expectations. I also acknowledge receiving a Faculty Handbook. (A copy of this handbook is also available on the District Website.)

Signature of Employee

Date