

Climax Springs R-IV Employee Manual 2021-2022

**CALEB PETET, Superintendent
MISTI BRUNNERT, PK-12 Principal**

**571 Climax Ave.
Climax Springs, MO 65324
573-347-3905**

Board Adopted:

[Contents](#)

DISTRICT INFORMATION	5
A Welcome Note from our Superintendent	5
Board of Education	6
District Administration	6
Media Releases	6
Building Schedules	7
C-130-E - Notice of Non-Discrimination: Equal Opportunity and Prohibition against Discrimination, Harassment, and Retaliation	10
C-131-E – Title IX	11
EMPLOYEE INFORMATION	12
E-105-E – Hiring Procedures for Current Employees	12
E-110-E – Compliance with the Fair Labor Standards Act	14
Compensation of Employees	15
Extra Duties Generally	17
E-115-E – Employee Leave and Absences	18
Absences and Tardiness	19
Employee Leave	20
Family and Medical Leave (FMLA)	23
E-120-E – Employee Benefits	23
E-125-E Employee Health and Safety	24
Workers’ Compensation	24
E-130-E – Drug Free Workplace	25
E-135-E – Professional Development for Employees	30
E-140-E – Evaluation of Employees	30
E-155-E – Resignations of Employees	31
E-160-E – Termination of Employees	33
E-165-E – Reduction in Force	33
E-170-E – Administrative Leave	33
E-175-E – Employee Conflict of Interest	33
E-180-E – Employee Conduct	35
E-185-E – Employee/Student Relations	36
Electronic Communication with Students	37

E-190-E – Personnel Records	37
E-195-E – Employment References	38
STUDENT RELATED INFORMATION	40
I-115-E – Teaching About Religion	40
I-120-E – Teaching About Human Sexuality	40
I-125-E – Special Education and Section 504	41
I-185-E – Promotion, Acceleration, and Retention of Students	42
I-195-E – Assessment Program	43
S-185-E – Bullying, Hazing, and Cyberbullying	44
S-170-E – Student Discipline	44
Teacher Reporting Requirements	45
Student Code of Conduct	45
Corporal Punishment	45
S-205-E Seclusion, Isolation, and Restraint	45
S-135-E – Administration of Medication	46
S-145-E – Students with Allergies	46
S-160-E – Reporting and Investigating Child Abuse	47
S-125-E – Student Records	48
COMMUNITY, FINANCE, FACILITIES, AND OPERATIONS	49
C-150-E – Prohibition of Tobacco and Imitation Tobacco Products	49
C-165-E – Use of Recording Devices or Drones	49
C-170-E – Advertising on District Property	49
F-140-E - Purchasing	49
F-160-E – Fraud Prevention	50
F-175-E – Expense Reimbursement	51
F-180-E – Travel Expenses	51
F-210-E – Traffic and Parking Control	51
F-225-E – Safety	51
F-230-E – Emergency Preparedness Plan	51
F-235-E – Firearms and Weapons	51
F-245-E – Communicable Disease	52
F-250-E – Animals on District Property	52

F-265-E - Technology	53
F-270-E – Copyrighted Materials	53
F-290-E – District Wellness Plan	53
C-105-P DISTRICT RULES AND GUIDES Form B	55
Employee Manual Acknowledgment	55
F-265-P ACCEPTABLE USE POLICY Form C	56

DISTRICT INFORMATION

A Welcome Note from our Superintendent:

Hello! I am Caleb Petet, and I am honored to be your Superintendent. I am so pleased to be in your District to lead our staff and students to the goals and mission we have set in place. We are so blessed to live and work at the beautiful Lake of the Ozarks. It is impressive to see all the District has accomplished, to revamp its facilities in the past decade. I am committed to that effort, as well as efforts to revamp the surrounding downtown area.

Born and raised in Lafayette County on the Missouri River. I have called this state home my whole life. A favorite would be love of the outdoors. Whether it be hunting, fishing or just sitting outside and watching the sunset or sunrise. I graduated from Santa Fe in Alma, Mo. and UCM in Warrensburg, Mo. with my bachelor's and Ed. Specialist.

My wife, Rebecca, and I have two children, Bellamy our daughter who is six and Patrick Henry who just turned four. Rebecca now teaches Kindergarten after staying home to raise our kids for five years. Having been in education for about 16 years, I started as a substitute teacher and ISS supervisor for two years, then teaching middle and high school social studies in Independence, Mo. for seven years. In that role, I also coached track and drove buses for many years. Since leaving the classroom, I served as an administrator in K-12 and elementary for five years and most recently as a Superintendent.

With a deep and sincere love for teaching and learning, I love the relationships we can build and the massive hurdles that educators take on lovingly every day. If I had my preference, I have always sworn that I love teaching so much that I hope to go back to teaching at the end of my career as an administrator.

My family and I are proud to be a part of this community. We believe in the possibilities not just for our kids or your kids, but for all our children. It's great to be a part of the CS family, and I look forward to reaching our goals together for our students, parents and community.

Caleb Petet
Superintendent of Schools

Board of Education

Josh Wolfe – President
Carly Townsend – Vice President
RaShell Burke – Member
Ashley Butterfield – Member
Michael Cundiff – Member
Shannon Hodges – Member
Adam Roberts – Member
Emily Harding – Board Secretary

District Administration:

Mr. Caleb Petet
Superintendent
cpetet@cspringsr4.org

Ms. Misti Brunnert
Principal – PK-12
mbrunnert@cspringsr4.org

Ms. Raini Ward
Student Services Director
rward@cspringsr4.org

Dr. Karla Spear
Homeless/Migrant/ELL Coordinator
kspear@csprings4.org

Media Releases:

Mr. Caleb Petet
573-347-3905
cpetet@cspringsr4.org

Building Schedules

2021-2022 MASTER SCHEDULE-ELEMENTARY

PK-6									
Breakfast: 7:40-8:00 (20 Minute)					Lunch: 10:50-11:15 (25 Minutes)				
Kindergarten	BRAIN GYM / Morning Routine	HWT 8:25-8:50	Reading 8:50-10:20	Recess 10:20-10:45	Specials 11:46-12:41	Math 12:45-2:15	Recess 2:15-2:30	Science / SS 2:30-3:25	
First Grade	BRAIN GYM / Morning Routine	Writing 8:25-9:00	Reading 9:00-10:40	Recess 11:15-11:30	Specials 11:46-12:41	Math 12:45-2:15	Science / SS 2:15-3:15	Recess 3:15-3:30	
Second Grade	Morning Routine	Writing 8:00-9:00	Reading 9:00-10:40	Recess 11:15-11:30	Specials 11:46-12:41	Math 12:45-2:15	Science / SS 2:15-3:15	Recess 3:15-3:30	
Third Grade	Morning Routine 7:40-8:00	Math 8:00-9:40	RTI Math 8:50-9:44	Specials 9:48-10:43	Reading 11:15-12:45	Recess 12:45-1:00	Writing 1:05- 2:00	Social Studies 2:00-2:40	Science 2:40-3:20
Fourth Grade	Morning Routine 7:40-8:00	Math 8:00-9:40	RTI Math 8:50-9:44	Specials 9:48-10:43	Reading 11:15-12:45	Recess 12:45 -1:00	Writing 1:05- 2:00	Social Studies 2:00-2:40	Science 2:40-3:20
Fifth Grade	Morning Routine	Math 8:00-9:45 RTI 8:50-9:44	Specials 9:48-10:43	Science 11:20-12:30	Recess 12:30-12:50	Writing 12:50-1:50	Reading / SS 1:50-3:25	Homeroom 3:25	
Sixth Grade	Morning Routine	ELA/SS 8:00-9:45	Specials 9:48-10:43	Writing 11:20-12:30	Recess 12:30-12:50	MATH 12:50-2:20	Science 2:20-3:20	Homeroom 3:25	
PK	Breakfast Morning Routine	Brain Gym 8:30-8:45	Circle Time / HWT	Stations / Centers	Recess 10:20-10:45	Specials 11:46-12:41	Rest Time	Read-aloud Snack	Recess 2:15-2:30

Student attendance is to be taken accurately and reported promptly through the SIS program. High school teachers enter attendance within the first 5 minutes of each class period. Elementary teachers enter attendance before 9:00 a.m.

**BELL SCHEDULE
2021-2022**

HOUR	TIME
1ST HOUR	7:50 AM-8:45 AM
2ND HOUR	8:49 AM-9:44 AM
3RD HOUR	9:48 AM-10:43 AM
4TH HOUR	10:47 AM-11:42 AM
5TH HOUR(LUNCH)	11:46 AM-1:11 PM
6TH HOUR	1:15 PM-2:10 PM
7TH HOUR	2:14 PM-3:09 PM
PRIDE	3:13 PM-3:40 PM

LUNCH SCHEDULE

Lunch	Grades	Time
Lunch 1	PK-6	10:50-11:15
Lunch 2	7-9	11:46-12:11
Lunch 3	10-12	12:46-1:11

Finals Bell Schedule- Finals schedule will be determined by the building Principal.

SEMESTER 1 68 Days		SEMESTER 2 79 Days																																																																																																																															
<p>July 2021</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p>12- Staff 5-Student</p>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>August 10-12 August 17-20 August 24 September 13 September 27 October 11 October 20 November 8 November 24-26 December 13 December 21 December 22 - January 3</p> <p>New Teachers Workshop Professional Development Classes Begin Professional Development Parent-Teacher Conferences Professional Development End of Quarter 1 Professional Development Day Thanksgiving Break Professional Development Day End of Quarter 2 End of Semester 1 Christmas Break</p>	<p>January 2022</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>17- Staff 16-Student</p>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																									
S	M	T	W	T	F	S																																																																																																																											
				1	2	3																																																																																																																											
4	5	6	7	8	9	10																																																																																																																											
11	12	13	14	15	16	17																																																																																																																											
18	19	20	21	22	23	24																																																																																																																											
25	26	27	28	29	30	31																																																																																																																											
S	M	T	W	T	F	S																																																																																																																											
						1																																																																																																																											
2	3	4	5	6	7	8																																																																																																																											
9	10	11	12	13	14	15																																																																																																																											
16	17	18	19	20	21	22																																																																																																																											
23	24	25	26	27	28	29																																																																																																																											
30	31																																																																																																																																
<p>August 2021</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p>12- Staff 5-Student</p>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>September 2021</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> <p>20- Staff 18-Student</p>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>February 2022</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>10- Staff 16-Student</p>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						
S	M	T	W	T	F	S																																																																																																																											
1	2	3	4	5	6	7																																																																																																																											
8	9	10	11	12	13	14																																																																																																																											
15	16	17	18	19	20	21																																																																																																																											
22	23	24	25	26	27	28																																																																																																																											
29	30	31																																																																																																																															
S	M	T	W	T	F	S																																																																																																																											
			1	2	3	4																																																																																																																											
5	6	7	8	9	10	11																																																																																																																											
12	13	14	15	16	17	18																																																																																																																											
19	20	21	22	23	24	25																																																																																																																											
26	27	28	29	30																																																																																																																													
S	M	T	W	T	F	S																																																																																																																											
		1	2	3	4	5																																																																																																																											
6	7	8	9	10	11	12																																																																																																																											
13	14	15	16	17	18	19																																																																																																																											
20	21	22	23	24	25	26																																																																																																																											
27	28																																																																																																																																
<p>October 2021</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>18- Staff 17-Student</p>	S	M	T	W	T	F	S					1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>January 4 January 10 February 14 February 28 March 11 March 14 April 11 April 15 May 9 May 14 May 19 May 20</p> <p>Classes Resume Professional Development Day Professional Development Day Parent-Teacher Conferences End of Quarter 3 Professional Development Day Professional Development Day Good Friday – NO SCHOOL Professional Development Day Graduation End of Quarter 4 End of Semester 2 Last Day of School Professional Development Day</p>	<p>March 2022</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p>20- Staff 19-Student</p>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																						
S	M	T	W	T	F	S																																																																																																																											
				1	2																																																																																																																												
3	4	5	6	7	8	9																																																																																																																											
10	11	12	13	14	15	16																																																																																																																											
17	18	19	20	21	22	23																																																																																																																											
24	25	26	27	28	29	30																																																																																																																											
31																																																																																																																																	
S	M	T	W	T	F	S																																																																																																																											
		1	2	3	4	5																																																																																																																											
6	7	8	9	10	11	12																																																																																																																											
13	14	15	16	17	18	19																																																																																																																											
20	21	22	23	24	25	26																																																																																																																											
27	28	29	30	31																																																																																																																													
<p>November 2021</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <p>16- Staff 15-Student</p>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>April 2022</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <p>17- Staff 16-Student</p>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>441 min/day 7.35 hr/day 1080.45 hours /year</p> <p>Start/End Times 7:50-3:40</p> <p>Color Key</p> <ul style="list-style-type: none"> ■ End of Quarter ■ First Day of Semester ■ New Teacher Days ■ No School ■ Parent-Teacher Conferences ■ Possible Make-Up Day School In Session ■ Teacher Work / PD Day <p>Student Days 147</p> <p>Staff Days 166</p>	<p>May 2022</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p>14- Staff 13-Student</p>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
S	M	T	W	T	F	S																																																																																																																											
	1	2	3	4	5	6																																																																																																																											
7	8	9	10	11	12	13																																																																																																																											
14	15	16	17	18	19	20																																																																																																																											
21	22	23	24	25	26	27																																																																																																																											
28	29	30																																																																																																																															
S	M	T	W	T	F	S																																																																																																																											
					1	2																																																																																																																											
3	4	5	6	7	8	9																																																																																																																											
10	11	12	13	14	15	16																																																																																																																											
17	18	19	20	21	22	23																																																																																																																											
24	25	26	27	28	29	30																																																																																																																											
S	M	T	W	T	F	S																																																																																																																											
1	2	3	4	5	6	7																																																																																																																											
8	9	10	11	12	13	14																																																																																																																											
15	16	17	18	19	20	21																																																																																																																											
22	23	24	25	26	27	28																																																																																																																											
29	30	31																																																																																																																															
<p>December 2021</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>14- Staff 13-Student</p>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>June 2022</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>**All District Offices will be closed on July 5, Sept 6, Nov 24-26, Dec 22-31, Jan 17, Feb 21, April 15, May 30**</p>																																											
S	M	T	W	T	F	S																																																																																																																											
			1	2	3	4																																																																																																																											
5	6	7	8	9	10	11																																																																																																																											
12	13	14	15	16	17	18																																																																																																																											
19	20	21	22	23	24	25																																																																																																																											
26	27	28	29	30	31																																																																																																																												
S	M	T	W	T	F	S																																																																																																																											
			1	2	3	4																																																																																																																											
5	6	7	8	9	10	11																																																																																																																											
12	13	14	15	16	17	18																																																																																																																											
19	20	21	22	23	24	25																																																																																																																											
26	27	28	29	30																																																																																																																													

21-22 School Appreciation Days

IT Professional Day	9/23
Custodial Appreciation Day	10/8
National Boss's Day	10/15
Veterans Day	11/11
American Education Week	11/12-11/15
(Paraprofessional, Food Service Workers, School Counselor & School Librarian)	
Law Enforcement Appreciation	1/14
School Board Appreciation Day	1/13
National Administrative Assistants Day	4/22
Teacher Appreciation Week	5/2-5/6
(Bus Drivers, Head Of Transportation, School Nurse & Teachers)	

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

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

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

Name: Misti Brunnert
Phone #: 573-347-2351
Email: mbrunnert@cspringsr4.org

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 alternative compliance officer:

Name: Raini Ward
Phone #: 573-347-2351
Email: rward@cspringsr4.org

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

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

C-131-E – Title IX

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Raini Ward, Student Services Director
Address: 571 Climax Ave
Climax Springs, MO 65324
Email Address: rward@cspringsr4.org
Phone #: 573-347-2351

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could

constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the district's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of education.

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

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

EMPLOYEE INFORMATION

E-105-E – Hiring Procedures for Current Employees

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

Employment of Retirees

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

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

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

Public Service Loan Forgiveness Information

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

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

Criminal Background Checks

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

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

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

Volunteers

All individuals who volunteer in a District position where they may periodically be left alone with students or who will have access to student records must complete a criminal background check. Further, volunteers who chaperone students on overnight trips or who serve as sponsors, advisors, or coaches for District-sponsored activities will be required to complete a criminal background check.

A volunteer will not be required to complete a background check if they have had a background check conducted by another Missouri public school within the last year and the current District receives a copy of the background check from the previous district or is able to obtain electronic access to the previous background check.

The Superintendent or designee may also require other volunteers to undergo a background check or the District may conduct a search of the MSHP's criminal history database and the FDSR or the CD's central registry of child abuse.

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

The Superintendent or designee shall determine whether an employee is exempt or nonexempt under the Fair Labor Standards Act (FLSA).

Overtime

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

Compensatory Time

Time off shall be awarded to nonexempt employees at the rate of one and half times the number of actual hours worked in excess of 40 hours in a workweek.

The following classifications of employees will be provided compensatory time in lieu of overtime:

- District Bookkeeper
- Assistant Director of Transportation

Compensatory time may be accrued up to 240 hours (160 overtime hours) for the above-named staff only. Overtime worked beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's rate of pay.

The District may require that an employee use accrued compensatory time. The District will approve the use of compensatory time within a reasonable period of time after the request has been made to an employee's supervisor unless the use of compensatory time would impose an unreasonable burden on the district's ability to conduct district operations. In such a case, the use of compensatory time may be postponed by the District. The employee must record the compensatory time and must take the time before June 30. If the employee does not take the time by June 30, it will be paid out in the July payroll at a rate of time and a half.

Upon leaving the District, an employee will be paid for any unused compensatory time at a rate not less than the average regular rate received by such employee during the last three (3) years of the employee's employment, or the final regular rate received by such employee, whichever is higher.

Workweek

A workweek is a period of 168 hours during seven (7) consecutive 24-hour periods. The workweek shall begin on Monday at midnight/12:01 a.m.

Timekeeping

All nonexempt employees are required to accurately complete a daily time record using the district's timeclock software showing actual hours worked. Employees are required

to record their own time at the beginning and end of each work period, including before and after the lunch break. Signing in or out for another employee, allowing another employee to sign in or out for you, or altering any time will be grounds for discipline up to and including termination. Salaried exempt employees may also be required to record their time. Employees and managers are to review and approve all punches within five (5) days of the end of the pay period, which normally occurs on the last day of the month. It is the employee's responsibility to report any errors on their time sheet immediately to their supervisor, who will attempt to promptly correct legitimate errors.

Bus drivers may not use the timekeeping software but are required to use paper time cards available from the Director of Transportation if they are directed to do so.

Instructional staff members will be notified of when they are expected to report for duties and when to leave for the day per the directives of the building principal to allow for flexibility in scheduling meetings, conferences, and additional duties as required.

Breaks for Nursing Mothers

The district will provide a reasonable break time for a nonexempt employee to express milk for her nursing child each time the employee has a need to express milk for up to one year after the child's birth. The district will provide a location, other than a bathroom, that is shielded from view and free from intrusion of coworkers and the public. Employees should contact their supervisor in order to make these arrangements.

Compensation of Employees

- Teachers: Teachers will be compensated according to a salary schedule applicable to all teachers of the district in accordance with law.

Salary Schedules are located at the following link:

[\[https://www.cspringsr4.org/employment_opportunities\]](https://www.cspringsr4.org/employment_opportunities)

1. The Board will make every effort to adopt salary schedules prior to the statutory deadline for issuing teacher and administrator contracts, but salary schedules and other compensation must be determined along with the district budget no later than June 30. Any salary schedule adopted by the Board will remain in effect and continue to operate until Board action is taken to change or eliminate the salary schedule.
- 2.. An employee may not advance more than one step vertically and one column horizontally per year on the salary schedule unless such movement is allowed by the rules adopted by the Board and is uniformly applicable to that particular salary schedule or is otherwise approved by the Board.
3. An employee cannot progress on the salary schedule after entering into a contract for a school year unless such movement is specifically authorized in the contract.

4. Employees will advance on the salary schedule per the education and professional development credit they earn. The employee must receive prior administrative approval to take the course or participate in the professional development and count it for advancement on the salary schedule. Employees must submit education credit along with official transcripts by July 1 to receive advancement on the salary schedule for the next year.

To receive prior administrative approval, the employee must complete the required paperwork and submit it along with a copy of the course description or letter of acceptance to the program and course work plan.

All educational and professional development coursework must fall within one of the following criteria:

- In the area of certification of the employee recognized by DESE.
- In the area of certification directly related to the subject matter in which they are currently teaching.
- In the area of certification in which the employee has been requested to work by the District.

The employee must receive a letter grade of at least a B (no pass/fail grades will be accepted) and the course work must be eligible to be part of a degree program.

The employee must obtain all education from an institution of higher education accredited by the National Council for the Accreditation of Teacher Education (NCATE).

5. The District may recognize similar, previous experience of an employee when placing that employee on the salary schedule. The Board delegates to the Superintendent or designee the authority to set guidelines on which previous experiences qualify. In addition, the District may recognize military service or work experience that the District considers beneficial to the position. It is the employee's responsibility to fully apprise the district of his or her relevant background when first being employed in the position. Once the employee is initially placed on the salary schedule, the District is under no obligation to review the placement.
 - Professional Non-Certified Staff Members: Non-certified professional staff members may be compensated according to a salary schedule developed by the Superintendent and adopted by the Board or may be compensated with amounts approved individually by the Board and set forth in individual letters of assignment or contracts of employment.
 - Support Staff: Support staff members may be compensated according to a wage schedule developed by the Superintendent and adopted by the Board or may be compensated with amounts approved individually by the Board and set forth in individual letters of assignment.

Extra Duties Generally

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

Extra Duty Positions

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

Extra Duty Assignments

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

Extra Duty Assignment Compensation

Employees who provide extra duties may be compensated according to a wage schedule for such duties developed by the Superintendent and adopted by the Board or may be compensated with amounts approved individually by the Board and set forth in individual letters of assignment.

Employees who are under contracts of employment shall not receive compensation in excess of the amount set forth in the contract of employment for the contract year unless the employee assumes additional or extra duties beyond the duties contemplated by the contract of employment.

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

Pay Periods:

Employees will be paid on the 20th of each month.

Voluntary Payroll Deductions:

The District may authorize voluntary payroll deductions from compensation earned by employees if ten (10) or more employees so request. The employee must authorize all voluntary deductions in writing. In addition to the deduction of amounts authorized by

the employee, the district may deduct the administrative cost of compliance. The amount deducted will be remitted to the organization, company or association authorized by the employee.

Involuntary Payroll Deductions:

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

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

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

All District employees are responsible for ensuring compensation received from the District is correct according to their contracts/letters of assignment and, for non-salaried staff members, according to their timesheets and time actually worked. Employees must notify the District of any discrepancy in compensation within 10 days of receipt.

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

Improper Deductions

Employees who believe that pay deductions have been improperly made should immediately report the concern to the superintendent or designee.

E-115-E – Employee Leave and Absences

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

Absences and Tardiness

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

- The absence or tardiness results in an employee exceeding the number of leave days allotted to them;
- The employee's absences exceed 3 days within a 30-day period, 8 days within a 120-day period, or 11 days within a 180-day period, or creates a hardship on the district. Absences may not be considered excessive if requested during the months when school is not in session and are pre-approved by the Superintendent with at least 2 weeks advance notice of the request.
- An employee's tardiness exceeds 2 days within a 30-day period, 4 days within a 120-day period, or 6 days within a 180-day period, or creates a hardship on the District;
- The absence/tardiness was not requested by the employee and/or was not approved by the appropriate supervisor, which includes a "no-call-no-show" situation;
- The employee provides incomplete or inaccurate information regarding the reason for the need for leave or tardiness, or fails to respond completely or appropriately when directed to provide supporting documentation;
- The employee is absent from work, fails to contact his or her supervisor, and fails to adequately respond to the District's attempts to contact the employee. Under these circumstances, the District will consider this a resignation by the employee.

The District is entitled to dock an employee's compensation when absence or tardiness is excessive or improper.

Procuring a Substitute Teacher

Teachers will be required to contact the Substitute Teacher Coordinator (STC), Michele Hatmaker. Teachers must contact the STC after 5:30 a.m. but before 6:30 a.m. on the day of the absence, or no later than 9:00 p.m. on the night before a sub is needed.

Each teacher will prepare a substitute folder to be kept on file in the Principal's office. The folder will, at a minimum, contain: a schedule, a roster of any extra duties, a current seating chart, any special situations, two universal lesson plans that may be used at any time, a couple of reliable students in each class, a schedule of special students leaving the classroom, a list of students with medical problems on a need-to-know basis, and a classroom Code of Conduct. When a teacher is aware that an absence will exceed two days, and the absence is foreseeable, all lesson plans must be prepared and filed as provided above in advance of the absence.

Employee Leave

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

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

Paid Time Off (PTO)

Paid Time Off (PTO)

80 hours paid leave- 9 month Certified staff.
80 hours paid leave- 9 month Non-certified staff
80 hours paid leave- 10 month non-certified employees
80 hours paid leave- 10 month certified employees
104 hours paid leave- 11 month employees certified
128 hours paid leave- 12 month non-certified

Upon retirement from the District, employees will be paid at the rate of \$10.00 per hour up to 400 hours for unused PTO accumulated subject to all applicable taxes and other required deductions.

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

All absences will be counted hourly and recorded as such. Paid leave may be used without identifying it as personal time or sick time.

- PTO cannot be applied to the period of leave an employee receives Workers' Compensation benefits for time off due to work-related injuries/illnesses.

Whenever possible, it is expected that requests for PTO leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

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.

Bereavement Leave

An employee is entitled to 3 days of paid leave upon the death of a member of the employee's immediate family, or if not a member of the employee's immediate family, the approval of the building Principal. The District may request verification of the need for bereavement leave.

The Board defines "immediate family" to include:

- The employee's spouse

- 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
- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver

After the exhaustion of the 3 days of bereavement leave, the employee may use paid leave.

Holidays

The District may grant paid or unpaid holidays in accordance with the school calendar adopted annually or later modified by the Board of Education. In general, the following paid holidays are provided to full-time hourly staff. Part-time staff will receive pro-rata holiday pay:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Eve
- Christmas Day

Professional Leave

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

Pregnancy, Childbirth, and Adoption Leave

For employees who are not eligible for FMLA leave, the District may grant up to eight (8) weeks of leave for the birth, first year care, adoption, or foster care of a child. Employees must provide notification of the need for leave and the requested amount of leave, at least 30 days in advance when possible and practical. An employee may use any combination of accrued leave or unpaid leave during this period. Pregnant employees who need more than six weeks of paid or unpaid leave for medically-required, pregnancy-related leave, either before or after the birth of a child, must provide certification from a healthcare professional for such leave, which is subject to approval by the District and in accordance with applicable law. The District may grant an employee up to an additional four (4) weeks of medical leave upon verification of the medical need for leave or upon the Superintendent's authorization.

This provision does not grant an employee leave which extends beyond a period of contracted employment. This provision does not apply to employees who are eligible for

FMLA leave or to employees eligible for FMLA leave but have exhausted available FMLA leave for a given 12-month period.

Other Categories of Leave

All employees are entitled to certain leaves as required by law, including:

- *Civil Air Patrol Leave:* Employees who are members of the Civil Air Patrol shall be granted unpaid leave to perform duties as required by law. The district may request that the employee be exempt from responding to a specific mission.
- *Coast Guard Auxiliary Leave:* Employees who are members of the United States Coast Guard Auxiliary shall be granted unpaid leave to perform duties as required by law. The district may request that the employee be exempt from responding to a specific mission.
- *Crime Victim Leave:* An employee shall not be required to use vacation, sick, or personal leave in order to comply with a subpoena to testify in a criminal proceeding, to attend a criminal proceeding, or to participate in the preparation for a criminal proceeding, when the employee is the crime victim, is a witness to the crime, or has an immediate family member who is the victim of the crime being prosecuted.
- *Election Leave:* The district will not terminate, discipline, threaten, or take adverse actions against an employee based on the employee's service as an election judge. An employee who is appointed to serve as an election judge may, on Election Day, be absent from his or her employment for the period the election authority requires the employee to serve as election judge. Employees must notify employers at least seven days prior to an election that they will be absent from work on Election Day due to service as an election judge.
- *Firefighter Leave:* The district will permit employees to use available leave, other than sick leave, or unpaid leave, for time required to respond to an emergency when the employee is performing duties as a volunteer firefighter, as defined under the law. The district requires documentation from the volunteer fire department's supervisor to support the need for each such absence. Employees who meet the legal definition of "volunteer firefighter" shall not be terminated from employment for joining a volunteer fire department or for absences required for responding to an emergency.
- *Leave to Vote:* Any employee eligible to vote, who does not have three successive hours free from employment with the district while the polls are open will be granted leave for up to three hours while the polls are open to allow an employee to vote if the employee makes the leave request prior to the date of the election. The district may specify the three-hour period during which the employee is entitled to take leave. The district will not subject the employee to any penalty, discipline, or deduction from salary or wages when a timely request for leave to vote is made.
- *Military Leave:* Employees will be granted military leave pursuant to Missouri state law and the Uniformed Services Employment and Reemployment Rights Act of 1994. Employees who require military leave must provide the district with required documentation for the district to process the requested leave.

- *Jury Duty Leave:* 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.

Family and Medical Leave (FMLA)

The District will provide leave to employees as required under the Family and Medical Leave Act (FMLA) in accordance with federal law and will provide additional leave protected by state and/or federal law. The District will not interfere with, restrain, or deny the exercise of any right provided to the employee under the FMLA. The District will not discharge or discriminate against any employee for opposing any practice, or because of involvement in any proceeding, related to FMLA.

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

1. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite;
2. Have been employed by the district for at least 12 months; and
3. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.

E-120-E – Employee Benefits

As part of its compensation package, the District will offer benefits, including various insurance benefits, to qualifying professional and support staff members. Employees may receive additional information regarding benefits by requesting it from the Superintendent or designee.

The following benefits are offered to employees and may be fully or partially paid by the district or available to employees at cost:

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

2. Vision insurance
3. Dental Insurance
4. Life Insurance

E-125-E Employee Health and Safety

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

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

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

Workers' Compensation

An employee of the District who is injured, killed or who is exposed to and contracts an occupational disease arising out of and in the course of employment is eligible for compensation in accordance with Missouri Workers' Compensation Law and district policy.

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

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

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

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

An employee is disqualified from receiving temporary total disability during any period in which the employee applies and receives unemployment compensation.

If the employee is terminated from employment based upon the employee's post-injury misconduct, neither temporary total disability nor temporary partial disability benefits are payable under law.

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

E-130-E – Drug Free Workplace

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

negative health and safety effects of drug use and alcohol abuse is available through the school nurse.

Drug and Alcohol Testing:

The information included in this Employee Manual serves as notice to all staff members of the District's drug and alcohol testing procedures.

In accordance with the District's commitment to a drug and alcohol-free workplace, the District will make every effort to ensure that employees are not under the influence of any controlled substance, alcohol, or unauthorized prescription medication while engaging in their employment.

If the District has reasonable suspicion to believe a staff member is under the influence of alcohol or a controlled substance in violation of these rules, the District may require an employee to submit to an alcohol and controlled substances test. Employees who exhibit signs of being under the influence of a prohibited substance just before, during, or just after the period of the workday may be subject to reasonable suspicion testing.

Additionally, staff members who operate District transportation are required to undergo testing as required by law. Drivers of District transportation, whether employed by the District or a third-party contractor, are prohibited by law from using alcohol within four (4) hours of reporting for duty. Drivers who are required to take a post-accident test are prohibited from using alcohol for eight (8) hours following any such accident or until the driver undergoes the test, whichever comes first.

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

If the District employs its own drivers for District transportation who are "operators of commercial motor vehicles", the District will comply with federal requirements regarding drug and alcohol testing, including the implementation of pre-employment drug screening, and reasonable suspicion, random, and post-accident testing at laboratories certified by the U.S. Department of Health and Human Services, and shall notify all drivers covered by federal requirements of such procedures. If the District contracts with a third party for transportation services, the District will require by contract with such third party that the contractor comply with all guidelines of the Omnibus Transportation Employee Testing Act and applicable state reporting requirements.

Employees who test positive for controlled substances or alcohol and employees who refuse to submit to a test or fail to comply with required testing protocol in order to obtain an accurate and/or timely specimen are in violation of this policy and are subject

to disciplinary action up to and including termination of employment in accordance with District policies and rules.

The District may refer any matter that may be a crime to the appropriate law enforcement agencies. Employees may be required to participate and complete counseling or rehabilitation programs if determined appropriate by the administration.

A list of counseling, rehabilitation, and/or employee assistance programs available to employees can be located at the nurse's office.

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

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

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

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

1. If a supervisor has reasonable suspicion to believe that an employee is in violation of the District's drug-free workplace rules, the supervisor is required to reduce information and evidence of such violation to writing and immediately report the incident to the superintendent or designee. The supervisor should note all physical symptoms, witness to symptoms, and other evidence.
2. The superintendent/designee will determine if testing is appropriate.
3. Testing will be administered as soon as reasonably possible based on the circumstances. If testing is delayed beyond a reasonable period of time, the superintendent or designee shall document the reasons for delay.
4. Testing will be conducted at an appropriately qualified facility with collection procedures that are industry standard. If such a facility is not readily available or practical, the District may contact law enforcement to conduct such testing.

Procedure for Drug and Alcohol Testing of Drivers:

For the purposes of this procedure, the District's coordinator of drug and alcohol testing programs for drivers shall be Caleb Petet, Superintendent.

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

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

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

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

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

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

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

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

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

Pre-Employment Tests

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

Post-Accident Tests

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

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

Random Testing

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

Reasonable Suspicion Tests

The District will conduct reasonable suspicion drug and alcohol testing in accordance with federal regulations. Any qualified supervisor who has reasonable suspicion to believe that a driver has violated the alcohol or drug prohibitions of the District shall initiate the procedure for testing, beginning with documenting the basis for reasonable suspicion. Final documentation of the basis for reasonable suspicion shall be signed

and filed with the appropriate District administrator by the qualified supervisor within 24 hours of the basis for reasonable suspicion or prior to the results of the test being released, whichever is earlier. Reasonable suspicion alcohol testing requires that observations are made just before, during or just after the period of the work day when the driver must comply with alcohol prohibitions. The qualified supervisor who makes a reasonable suspicion determination is prohibited from administering the test itself.

Return-to-Duty Tests

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

Follow-Up Tests

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

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

E-135-E – Professional Development for Employees

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

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

E-140-E – Evaluation of Employees

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

The District utilizes the NEE platform for evaluations. Each teacher can review their evaluation information, including Professional Development Plans, on their assigned NEE webpage.

Support staff members will be evaluated on an annual basis. Supervisors can provide a staff member with a copy of the evaluation form upon request. Employees will receive a copy of their evaluation, and a copy will be placed in each employee's personnel file.

E-155-E – Resignations of Employees

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

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

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

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

Liquidated Damages

If an employee under contract with the District is not released from the contract and chooses to break the contract, the District is entitled to compensation for the costs of finding a suitable replacement, training expenses and other disruptions. Because the actual damages will be difficult, if not impossible, to ascertain, the Board agrees that the following damage amounts are a reasonable estimation of the damages:

If the written resignation is received by the superintendent or designee by:	The employee will pay:
May 1 – June 1 (probationary teachers only)	5 percent
June 2 – June 30	10 percent
July 1 – July 31	15 percent

August 1 or later	20 percent
-------------------	------------

The District may deduct the damage amounts from the employee's paycheck or other compensation the District owes the employee if the employee has agreed to these deductions by contract or in writing or if the District otherwise determines it has the legal authority to do so. If a payroll deduction is not possible or is insufficient to cover the damage amount owed by the employee, the employee must pay the balance of the damage amount within one month of submitting his or her resignation to the Superintendent or designee to prevent the Board from taking action against the employee for breach of contract.

If the employee does not pay liquidated damages as required, the Board reserves the right to pursue all available legal remedies including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the District may share with potential employers seeking information about the employee the fact that the employee broke a contract with the District.

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

Employees without Contracts of Employment:

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

Retirement

For information about retirement, the Public School Retirement System, or the Public Education Employees Retirement System, please contact the District bookkeeper.

E-160-E – Termination of Employees

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

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

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

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

E-165-E – Reduction in Force

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

E-170-E – Administrative Leave

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

E-175-E – Employee Conflict of Interest

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

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

1. Acting or refrain from acting by reason of any payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to themselves or any third person, including any gift or campaign contribution, made or received in relationship to or as a condition of the performance of an official act;
2. Use of confidential information obtained in the course of or by reason of their employment in any manner with intent to result in financial gain for themselves, their spouse, any dependent child in their custody, or any business with which they are associated;
3. Disclosure of confidential information obtained in the course of or by reason of their employment or official capacity in any manner with intent to result in financial gain for themselves or any other person;
4. Favorably acting on any matter that is specifically designed to provide a special monetary benefit to such employee or their spouse or dependent children;
 - *Special monetary benefit* - Being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of

persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

5. Attempting to influence any District financial decision, or use their position to influence any student or parent/guardian financial decision, that may result in financial gain to the employee, the employee's spouse, the employee's dependent children, or businesses with which they are associated, unless authorized by the Board;
6. Accepting gifts of substantial value (\$100 or more) from vendors, individuals students/parents/guardians, or subordinate employees;
7. Using their decision-making authority for the purpose of obtaining a financial gain which materially enriches themselves, their spouse, or dependent children by acting or refraining from acting for the purpose of coercing or extorting from another anything of actual pecuniary value;
8. Offering, promoting, or advocating for a political appointment in exchange for anything of value to any political subdivision;
9. Attempting to trademark, patent, copyright, or claim ownership interest in, or accepting, or requesting from the District, royalties, licensing fees or other compensation for, any intellectual property created by the employee in their capacity as an employee of the District and/or with the use of any District resources, unless prior authorization is received by the employee from the Board.

*All tutoring provided to students of the District by staff members of the District and/or any tutoring that is provided by a staff member of the District with the use of any District resources must be approved by the staff member's supervisor. Teachers who are interested in becoming a tutor under the District's program should submit a request to the building Principal.

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

E-180-E – Employee Conduct

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

1. Comply with directives of supervisors and administrators of the District whether communicated verbally or in written form.
2. Review, become familiar with, and adhere to all District policies and all components of the Employee Manual.
3. Comply with all duties listed in the employee's job description.
4. Comply with all state and federal laws applicable to the employee's job duties.
5. Properly supervise all students.

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

E-185-E – Employee/Student Relations

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

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

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

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

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

1. Allowing a student to drive a staff member's vehicle.
2. Directing students to run personal errands for the staff member.
3. Inviting students to a staff member's residence or private property.
4. Being alone in a vehicle with a student without prior authorization from the staff member's supervisor.
5. Being present when students are in any state of undress.

6. Being in a room with a student with the door closed, a door locked, or the lights off.
7. Giving gifts, including but not limited to money, to individual students.

Electronic Communication with Students

Maintaining professional boundaries between employees and students extends to all modes of electronic communication. The District may provide or prescribe certain methods of or platforms for communication for employees to reach students and may restrict/prohibit other methods. Prior to using a particular method of electronic communication with a student or group of students, employees must seek authorization from their supervisor regarding the method/platform and the intended purpose. Once a method of communication is approved, the employee should only use electronic communication as often as required to achieve the approved purpose. Employees may be required to include their supervisor on communications if directed to do so. Regardless of the mode, all communication must be for an educational reason and must occur between the hours of 6:00 a.m. and 10:00 p.m. Employees who communicate with students via electronic methods either on District-owned or personally owned devices, may be required to provide copies of all communications with students immediately if so directed by a supervisor.

Any employee who is aware of a fellow employee's failure to maintain appropriate boundaries with a student is required to immediately report any such concern to the District's compliance officer, Misti Brunnert, 573-347-2351, and if applicable, comply with mandatory reporting requirements under the law. The District will provide annual training to employees to ensure they are aware of the rules, signs of possible abuse, and reporting requirements under the law.

E-190-E – Personnel Records

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

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

Employees who wish to review their personnel file, apart from the ratings, reports and records created or obtained prior to the employment of an individual, including

confidential placement papers and letters of reference, must submit a request at least 24 hours in advance to review such file during regular working hours. Such review will occur in the presence of the superintendent or designee.

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

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

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

E-195-E – Employment References

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

All District employees are required to forward requests from a prospective employer regarding a professional reference for a current or former staff member of the District to the superintendent.

Employees may provide personal references for colleagues only if the employee indicates within the reference that they are not speaking on behalf of the District. Employees are prohibited from using District resources, including letterhead and District email accounts, for providing personal references. Personal references may not give the appearance of the endorsement of the District.

District employees, contractors, and agents are prohibited from providing personal references to another District or otherwise providing assistance in obtaining a new job for any employee, contractor, or agent who has been accused of sexual misconduct regarding a minor or a student. If employees have questions or concerns regarding this prohibition, they should contact the superintendent for additional guidance.

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

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

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

Additional information regarding an employee's duties and work performance may be provided by the superintendent or designee only upon an employee submitting written consent.

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

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

STUDENT RELATED INFORMATION

I-115-E – Teaching About Religion

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

District staff shall only provide instruction regarding religion or religious beliefs that are included in the Board approved, District curriculum and curriculum guides.

Instructional resources not included in District curriculum and/or curriculum guides must be approved by Misti Brunnert, K-12 Principal, before being used in the classroom.

I-120-E – Teaching About Human Sexuality

General Requirements

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

Required Components for Course Materials and Instruction:

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

- Present abstinence as the preferred choice for unmarried people because it is the only method that is 100% effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity.
- Advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and pregnancy.
- Stress that sexually transmitted diseases are serious health hazards of sexual activity.
- Provide students with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papillomavirus, hepatitis, and other sexually transmitted diseases.
- Present students with the latest factual medical information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases in a manner consistent with the provisions of the federal abstinence education law, emphasizing abstinence over sexual activity.
- Discuss the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
- Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the student has the power to control personal behavior.

- Encourage students to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others.
- Teach students not to make unwanted physical and verbal sexual advances or otherwise exploit another person, as well as to resist unwanted sexual advances and other negative peer pressure.
- Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the definition of statutory rape under Missouri law.
- Teach students about the dangers of sexual predators, including online predators, when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and other instant messaging programs.
- Teach students how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing and Exploited Children's CyberTipline.
- Teach students about the consequences, both personal and legal, of inappropriate text messaging, even among friends.
- Teach students about sexual harassment, sexual violence, and consent.

I-125-E – Special Education and Section 504

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

For questions relating to Special Education or Section 504, please contact:

Name: Raini Ward
Phone #: 573-347-2351
Email: rward@cspringsr4.org

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

Retention

- No later than October, notify the building principal or designee of any student that is at risk for failing to meet grade or course requirements for promotion or credit acquisition.
- The principal or designee and teacher will establish regular reporting periods to review the student's progress (data, observations, etc.) and support strategies. Other educators will be included as appropriate.
- Intervention and support will be provided and impact data collected.
- Communication with the family regarding a student's performance and the possibility of retention will occur no later than October and be continuous throughout the year. Communication will include face-to-face conferences. The principal or designee will be notified of any conferences, and other professionals included as appropriate.
- The principal, in collaboration with the teacher and other educators as necessary, will make a decision regarding retention. Summer school or tutoring may be offered as a condition of promotion.
- The principal will provide signed, written notification to the family.

Acceleration

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

I-195-E – Assessment Program

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

Student/Parent handbook at the beginning of each year. The assessment plan is also available for review at the District office during standard business hours.

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

21-22 Assessment Calendar

Assessment	Grades	Scheduled
STAR Math	2-8	September/December/May
STAR Reading	2-8	September/December/May
STAR Early Lit	K-2	September/December/May
MAP	3-8	April
EOC's	9-12	Fall-December/Spring-May
ASVAB	10	October
Accuplacer	11-12	As needed
ACT	11-12	October/April
ESGI	PK-1	September/December/March/May
USA Test Prep	HS Math	September/December/March/May

I-205-E – Speakers at District Events

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

S-185-E – Bullying, Hazing, and Cyberbullying

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

Bullying - Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated; causes a reasonable student to fear for their physical safety or property; substantially interferes with the educational performance,

opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Any employee who witnesses an act of bullying must report the act to the principal or his/her designee within 2 days and the principal or designee will begin the process of investigating the incident. The investigation must be completed within 10 school days.

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

Anti-bullying Coordinators:

Name: Misti Brunnert
Position: K-12 Administrator/Principal
Email: mbrunnert@cspringsr4.org

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

S-170-E – Student Discipline

The District is responsible for the care and supervision of students and holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities to ensure the safety of all students and to maintain an atmosphere where orderly learning is possible and encouraged. The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and be made available in the office of the Superintendent during normal business hours.

Students will be expected to behave in a positive manner at all times. Students who fail to meet teacher expectations will be directed to the principal for disciplinary action.

Teacher Reporting Requirements

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

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. The District expects and acknowledges the majority of students are respectful and well-behaved. However, in order to ensure a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or involves the use of District technology. All District personnel are responsible for supervising and holding students accountable for violations of discipline policies. The Student Code of Conduct is located in the Student Parent Handbook and all staff members are expected to review the Code of Conduct.

Corporal Punishment

Corporal punishment is the intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline. District staff and volunteers are expressly prohibited from using corporal punishment as a method of discipline. However, reasonable force may be used, when necessary, for the protection of a student or others, or property.

Seclusion, Isolation, and Restraint S-205-E

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

Employees are expected to review District policy to become familiar with the requirements and limitations associated with seclusion, isolation, and restraint.

In order to receive permission to implement restrictive behavioral interventions, all authorized personnel must receive annual training in

- District seclusion and restraint policies and procedures,
- De-escalation practices,
- Professionally-accepted and appropriate uses of physical restraint,
- Appropriate uses of isolation and seclusion,
- Communication expectations and requirements for students and families about restraint and isolation, and
- Required documentation procedures.

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

S-135-E – Administration of Medication

All student medication is to be kept in the health office whether it is prescription or over-the-counter. District personnel are not authorized to dispense any medication, including over-the-counter medication, without written permission from a parent or guardian and then, only designated, trained personnel may dispense medication or treatment in the health office.

Students who are incapacitated due to a cast, crutches, sutures, or other conditions need a physician's note specifying the restrictions and duration of the restrictions. The school nurse can assist with obtaining clarification of physician orders.

Employees will be notified by the nurse, IEP case manager, and/or 504 case manager when a student has a health condition that warrants specific accommodations. Any accommodations agreed upon via a health plan, IEP, or 504 Plan must be followed as written.

S-145-E – Students with Allergies

The classroom is the most common area in which students experience allergic reactions. Therefore, to protect the student, employees, and others, employees should know which students have life-threatening allergic conditions as well as any plans (IEP, 504 Plan, Emergency Action Plan (EAP), and Individual Health Plan (IHP) the student may have. All substitute plans should include any pertinent student information and procedures for students with a plan. Employees must follow the plans, especially being attentive to any accommodations for the student. Employees must attend all required training and individual meetings for a particular student.

Administrators will identify who will inform parents of any school events and activities where food will be served other than during regularly scheduled meal/snack times or when other allergens may be present. Such persons may include but are not limited to classroom teachers, the school nurse, the student's case manager, etc.

Foods or other potential allergens should not be offered to students without parental approval and employees should encourage non-allergen and non-food activities, rewards, and treats. Employees should educate, with written permission from the family of a student with allergies, the class and families of restrictions and precautions. Employees should not interpret food or product labels.

S-160-E – Reporting and Investigating Child Abuse

Definitions:

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

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

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

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

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

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

Making a Report: District employees making a report to CD will be required to provide the following information:

- Names and addresses of the child and their parents or other persons responsible for the child’s care;
- The child’s age, sex and race;
- The nature and extent of the child’s injuries, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect to the child or siblings;
- The name, age and address of the person responsible for the injuries, abuse, and/or neglect, if known;
- The family composition;
- The source of the report;
- The name, address, contact information, and occupation of the person making the report;

- The actions taken by the person making the report, including any photographs taken; and
- Any other information that may be helpful.

If CD declines to accept the report, the employee making the report should log the name of the CD representative, the date, and the contents of the report.

S-125-E – Student Records

Student education records are official and confidential documents protected by the Family Rights and Privacy Act (FERPA). A student education record includes, but is not limited to, information such as the student’s date and place of birth, the names and address of the parent/ guardian(s), emergency contact information, enrollment and attendance records, academic records, special education records, discipline information, and health records.

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

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

All records requests made to anyone in the District, unless it involves specific classroom assignments or activities, should be directed to and responded to by: Emily Harding, Administrative Assistant to the Superintendent.

The topic of student records is addressed within *District policy S-125-P and in the Student/Parent Handbook*.

COMMUNITY, FINANCE, FACILITIES, AND OPERATIONS

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

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

C-165-E – Use of Recording Devices or Drones

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

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

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines. All UAS operators must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

C-170-E – Advertising on District Property

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

F-140-E - Purchasing

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

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

Credit and Purchasing Cards

The following rules apply to the use of District credit or purchasing cards:

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

The District assigns the following Credit Cards:

- Superintendent Card - \$2,000
- District Card: Check out with Bookkeeper
- Central Office Card: Amazon, Board Items, Concessions, Conferences, Hotels. - \$2,000.0
- Principal's Office - \$2,000.00
- IT Director: Amazon, Curriculum, IT - \$ 10,000.00
- FACS - \$ 10,00.00
- Accounts Payable - \$10,000
- Staff may check out a credit card from the following with approval: Bookkeeper, Central Office, and lastly the Principal's office.

F-160-E – Fraud Prevention

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

F-175-E – Expense Reimbursement

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

F-180-E – Travel Expenses

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

Employees are required to use District owned vehicles when possible. Employees may use their own vehicle when District owned vehicles are not available and must receive approval prior to doing so. Upon submission of mileage reimbursement, employees will be reimbursed at the rate of 40 cents per mile when using their own vehicle for District purposes.

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

F-210-E – Traffic and Parking Control

All District parking lots and sidewalks are under the control of the Superintendent or designee, and subject to restrictions deemed appropriate by the administration.

Vehicles on school property are subject to search in accordance with law.

F-225-E – Safety

F-230-E – Emergency Preparedness Plan

Both items are located in the District’s Google Suite.

F-235-E – Firearms and Weapons

A weapon is defined as a device readily capable of lethal use, or device designed to mimic a weapon.

Unless exempted by this policy, weapons are banned from all District property and District related events, as allowed by law. Weapons may only be possessed on school property by commissioned law enforcement officers, other specifically trained individuals including designated School Protection Officers, or for the purpose of a school-sanctioned firearm related events such as gun safety courses for students, military student programs, or a District-sponsored club shooting team.

The District will follow all state and federal law that address the discipline of individuals that violate this policy.

F-245-E – Communicable Disease

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

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

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

F-250-E – Animals on District Property

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

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

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

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

F-265-E - Technology

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

Only those individuals authorized by the District may utilize the District's technology resources. Students, employees, and Board members are required to sign a User Agreement prior to utilization of the technology resources and such users do not have an expectation of privacy in utilizing any District technology resources.

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

All video content including, but not limited to, VHS, DVD, CD, websites (Youtube, Instagram, etc.) must be approved prior to being used in the classroom. Teachers must request approval at least two (2) days in advance before using non- approved video content.

F-270-E – Copyrighted Materials

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

F-290-E – District Wellness Plan

District Standards

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

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

Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day: The District may provide a list of healthy party ideas or food and beverage

alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of food and beverages as a reward or incentive for performance or behavior.

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

C-105-P DISTRICT RULES AND GUIDES *Form B*

Employee Manual Acknowledgment

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

I acknowledge that I have received and reviewed the 2021-2022 Employee Manual. I understand the policies and guidelines of the Climax Springs R-IV School District and that violations of these policies and guidelines may result in disciplinary action up to and including termination of employment.

Employee Signature

Printed Name

Date

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District’s network.

I have read, understand, and agree to the following terms and conditions when using electronic devices that are owned, leased, or operated by the District or while accessing District Wi-Fi/Internet, even when using a personal device. Should I violate the policy, I understand the District may revoke my access privileges. I understand that any violation of the policies or rules is prohibited and may result in disciplinary or legal action.

- Users do not have an expectation of privacy in utilizing any District technology resources.
- Users of District technology are subject to necessary review of data accessed or stored on District technology and technology equipment, as allowed by law.
- Using District will not tolerate use of technology resources in a disruptive, inappropriate, or illegal manner that impairs or disrupts the educational mission.
- Only the authorized user of the assigned District account may access network accounts.
- Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator.
- The District’s technology system shall be considered a closed forum to the extent allowed by law.
- The District will utilize a content filter system to help prevent minors from accessing inappropriate information and the District will retain data stored electronically as required by law.
- All online activity will be respectful and will align with the code of conduct, discipline, and other related policies of the District.
- District users may not use District technology in a manner that is unauthorized, in violation of the law, or in violation of District policies, guidelines, directives, and/or rules.
- Employees of the District are required to read and comply with the policies, guidelines, directives, and/or rules of the District, including those related to District technology resources.
- The District will cooperate with law enforcement in investigating any unlawful use of the District’s technology resources.

Employee Signature

Printed Name

Date