

Substitute Teacher Handbook

2021-2022



Park Hill School District

Building Successful Futures • Each Student • Every Day

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Kansas City, MO 64153**

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www.parkhill.k12.mo.us**

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WELCOME TO PARK HILL

On behalf of the Board of Education, Administration, and Staff - welcome to Park Hill School District! Substitutes play a vital role in Park Hill School District's mission of building successful futures for each student, every day. It is recognized that we are all here to support the essential function of educating over 11,000 students. Each substitute is responsible for making sure that learning continues in the absence of a regular staff member. It is vitally important that we make use of every day of learning. We have a wide array of resources presented in this handbook to support you.

Thank you for your interest in our district and students! Because we have high expectations that our students will all learn and grow in their potential, we have high expectations for our substitutes.

This handbook is designed to give you a framework of District guidelines. All substitutes are expected to know and follow the rules, policies, and procedures of the District. Board policies are maintained at each administrative site and may be viewed upon request. Policies may also be viewed on-line by accessing the District's web site at www.parkhill.k12.mo.us

PARK HILL VISION, MISSION AND VALUES

Vision	Building Successful Futures • Each Student • Every Day
Mission	Through the expertise of a motivated staff, the Park Hill School District provides a meaningful education in a safe, caring environment to prepare each student for success in life.
Values	Continuous Improvement • High Expectations • Integrity • Visionary Leadership • Student Focus

DISTRICT LEADERSHIP

Dr. Jeanette Cowherd, Superintendent
Dr. Paul Kelly, Assistant Superintendent for Business and Technology
Dr. Jamie Dial, Executive Director for Quality and Evaluation
Dr. Mike Kimbrel, Assistant Superintendent for Academic Services
Dr. Bill Redinger, Assistant Superintendent of Human Resources
Dr. Linda Kaiser, Director of Human Resources

DISTRICT OFFICE SUPPORT FOR SUBSTITUTES

Sue Gilland , Substitute Coordinator	359-6452
Kami Young-Pierce , HR Assistant	359-6458
Judith Perry , HR Analyst (Kronos)	359-6145
Payroll	359-4023
Technology Help Desk	359-5000

CERTIFICATION AND EMPLOYMENT STATUS

Substitutes must complete a fingerprint/background check and maintain a current Substitute Teacher Certification for the state of Missouri or a current Missouri Teaching Certificate. Applications for Substitute Certificates are found through the Missouri Department of Elementary and Secondary Education (DESE) website at <http://dese.mo.gov/educator-quality/certification> and are valid for four years. Substitute teachers are responsible for maintaining a current teaching or substitute certificate.

Please note:

- Substitutes should notify the Substitute Office of any changes in their address, phone number, name or employment status.
- Substitutes must ensure they comply with all national, state and district employment requirements on a yearly basis.
- If a substitute wishes to be removed permanently from the substitute list, notification should be made to Sue Gilland, Substitute Coordinator.

CONTINUED SERVICE

Substitutes are activated for the current school year and are required to satisfactorily complete a **minimum of ten (10) jobs**, including a **minimum 5 days per semester**. Substitutes meeting the qualification will be eligible for summer school subbing and reactivation for the following school year.

Substitute teachers may be removed from service in the district at any time it is deemed necessary and appropriate to do so. Substitutes may also be excluded from working at individual schools if the building principal and Human Resources administrator conclude that it is in the best interest of the district to do so.

Eligible substitutes will receive renewal information during the summer months regarding procedures for returning the following school year. Upon receipt of the paperwork by the Substitute Coordinator, the substitute's status will be reactivated.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

The Family Education Rights & Privacy Act (FERPA) provides for the privacy of educational records and ensures access to educational records by parents and students. All employees of the Park Hill School District are expected to maintain confidentiality of student education records as prescribed by law and as prescribed by Policy JO and Regulation JO-R.

Policy JO (Updated 2/6/2020)

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

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

Definitions

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

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

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

Health Information

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

Parent and Eligible Student Access

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

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

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

Directory Information

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

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

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purpose of encouraging membership or participation in the group or club; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district may require a person or entity that requires limited directory information to certify in writing that

the information will not be redisclosed without the prior written consent of the parent or eligible student.

Law Enforcement Access

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

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

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

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

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

Volunteer Access

District staff will not allow volunteers to access student records unless the volunteer has completed a criminal background check and the district has determined that the volunteer should have access. A volunteer who has completed a criminal background check may access student education records only under the supervision of staff members and when necessary to assist the district.

Records Retention

The district shall retain all student in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule.

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

(Board Policy JHG, updated 4-16-2020)

The Park Hill School District and its Board members and employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Board members and employees must cooperate fully with

investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any person who in good faith reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution. Board members who fail to follow this policy and applicable law may be subject to adverse action by the Board and criminal prosecution.

Definitions

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 or by any other person, except that discipline including spanking, administered in a reasonable manner, shall not be construed as abuse. Physical injury, sexual abuse and emotional abuse are defined by the Children's Division (CD) of the Department of Social Services in 13 C.S.R. 35-31.010.

Child – Any person under 18 years of age.

Mandated Reporter – Employees, officials, School Board members and others with care, custody and control of children in the district.

Neglect – The failure to provide, by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical or any other care necessary for the child's well-being.

Sexual Misconduct – Engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct involving a child under § 566.083, RSMo.; illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the Children's Division (CD) of the Department of Social Services.

Those Responsible for the Care, Custody and Control of the Child – Includes, but is not limited to, any person exercising supervision over a child for any part of a 24-hour day and school personnel, contractors and volunteers who establish a relationship with a student through the school or through school-related activities, even if the alleged abuse or neglect occurred outside school hours or off school grounds.

Public School District Liaison

The superintendent shall designate a specific person or persons to serve as the public school district liaison(s) and forward that information to the local division office of the CD. The liaison(s) shall develop protocols in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel.

The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventive social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

Training

For Board Members

Board members will participate in training on identifying signs of sexual abuse in children and danger signals of abusive relationships between children and adults as required by law.

For Employees

The superintendent or designee shall implement annual training necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Such training shall:

1. Provide current and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults.
2. Emphasize how to establish an atmosphere of trust so that students feel that their school has concerned adults with whom they feel comfortable discussing matters related to abuse.
3. Emphasize that all mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect. These reports must be made even if the person suspected of abusing the child is another mandated reporter, such as another school employee.
4. Emphasize that no supervisor or administrator may impede or inhibit any reporting under state law.
5. Emphasize that no person making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report.

For Students

In accordance with policy IGAEB, the district will provide trauma-informed, developmentally appropriate training to students in grades 6-12 on identifying and reporting sexual abuse.

Reporting Child Abuse and Neglect

The Board of Education requires mandated reporters to comply with the state child abuse and neglect laws. Mandated reporters acting in their official capacities who know or have reasonable cause to suspect that a child has been subjected to abuse or neglect or is being subjected to conditions or circumstances that would reasonably result in abuse or neglect must directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited by law if the report involves sexual misconduct by a school employee.

Mandated reporters who make such reports to the CD must notify the school principal or designee that a report has been made. The employee may complete the report with the assistance of the school principal or designee at the time of the report. In no event shall the employee wait more than 24 hours to notify the school principal or designee. The employee making the report must complete the Park Hill School District Hotline Information form and forward it to the school principal or designee. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report within 24 hours. The school principal or designee may also notify law enforcement or the juvenile office when appropriate. Mandated reporters who have reason to believe that a victim of abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state may make a report to the child protection agency with the authority to

receive such reports, pursuant to law, in the other state in addition to notifying the Missouri CD pursuant to this policy.

The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. Employees who make a report in accordance with law shall not be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that employees mandated by law to make a report have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for the time required to make a mandated report.

Absent extraordinary circumstances or a determination that disclosure is otherwise in the best interest of the child, employees of the district shall not contact the child's family or any other person suspected of abuse or neglect to disclose the fact that a hotline call was made.

Reporting Allegations of Sexual Misconduct by a School Employee

The district takes all allegations of sexual misconduct seriously, regardless of the source. However, an allegation of sexual misconduct by a school employee is particularly serious. In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall immediately report the allegation to the CD as set forth in law, regardless of whether the employee or superintendent has reasonable cause to suspect abuse.

The CD will investigate all allegations of sexual misconduct involving district employees. The district may investigate the allegations for the purpose of making employment decisions.

Investigating Child Abuse and Neglect

In general, the CD investigates reports of child abuse and neglect. However, state statute requires the district to initially investigate allegations of child abuse by district employees in situations other than sexual misconduct to ensure that the allegations are not made for the purpose of harassing district staff.

When the CD receives a child abuse report alleging that an employee of the district has abused a student in situations other than those involving sexual misconduct, the report shall be immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the initial investigation determines that the report relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the report will be investigated as detailed below in accordance with law. All other reports of any nature will be immediately returned to the CD for investigation.

Harassment, Spanking or Protection of Persons or Property by District Staff

If a report to the CD relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the superintendent, Board president or a designee of either will notify law enforcement of the county in which the alleged incident occurred. The district will jointly investigate the matter with the law enforcement officer.

Once the investigation is concluded, the law enforcement officer and the investigating district personnel will issue separate reports of their findings, no later than seven days after the district receives notice of the allegation from the CD. The reports must contain a statement of conclusion as to whether the preponderance of evidence supports a finding that the alleged incident of child abuse is substantiated or unsubstantiated. The Board will consider the separate reports and will issue its findings and conclusions, if any, within seven days after receiving the last of the two reports. The findings and conclusions will be made as required by state law and will be sent to the CD.

Referral to the Office of Child Advocate for Children's Protection and Services

If the CD determines that a report of child abuse or neglect is unsubstantiated, the district or a district employee may request that the report be referred to the Office of Child Advocate for Children's Protection and Services for additional review.

Information from the Children's Division

In accordance with law, as mandated reporters district employees reporting child abuse and neglect are entitled upon request to information on the general disposition of a report of child abuse or neglect and may receive findings and information concerning the case at the discretion of the CD. The CD will also notify the district when a student is under judicial custody or when a case is active regarding a student.

Any information received from the CD will be kept strictly confidential in accordance with law and will be shared only with district employees who need to know the information to appropriately supervise the student or for intervention and counseling purposes. All written information received by any public school district liaison or the district shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). Information received from the CD will not be included in the student's permanent record.

Immunity

In accordance with law, any person who in good faith reports child abuse or neglect; cooperates with the CD or any law enforcement agency, juvenile office, court, or child-protective service agency of this or any other state in reporting or investigating child abuse or neglect; or participates in any judicial proceeding resulting from the report will be immune from civil or criminal liability.

Any person who is not an employee of the district and who in good faith reports to a district employee a case of alleged child abuse by any district employee will be immune from civil or criminal liability for making such a report or for participating in any judicial proceedings resulting from the report.

BULLYING

(Board Policy JFCF) In order to promote a safe learning environment for all students, the Park Hill School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear

for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying typically involves a real or perceived imbalance of power and may consist of, but is not limited to: intentional physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district may impose consequences or discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The Director of Student Services will serve as the districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and/or anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports to the extent required by applicable law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, take appropriate action to address the offender's behavior, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly notify the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation

of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's anti-bullying coordinator conduct the investigation. If at any time during the investigation the principal or designee determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal or designee will report the incident to the compliance officer designated in that policy, who may assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal or designee will also notify the special education director. The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal or designee will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline guidelines. The principal or designee will complete a written report regarding the investigation and outcome and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the appropriate school file(s). All reports will be kept confidential in accordance with applicable law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline guidelines. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law and may notify social media companies of inappropriate online activity if appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy may be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION

Board Policy AC, Updated 11/14/2019

General Rule

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

The Board also prohibits:

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

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

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

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

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

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

initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

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

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

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

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

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

Definitions

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

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

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

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

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

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

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

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

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

Compliance Officer

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

Assistant Superintendent for Human Resources
7703 NW Barry Road
Kansas City, MO 64153
816.359.4040

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

Executive Director for Quality & Evaluation

7703 NW Barry Road
Kansas City, MO 64153
816.359.6804

The compliance officer or acting compliance officer will:

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

Public Notice

The Superintendent or designee will publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or

employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Park Hill School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

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

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer.

Even if the potential victim of discrimination, harassment or retaliation does not make a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

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

Student-on-Student Harassment

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

Investigation

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

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more

likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take prompt corrective action.

Grievance Process Overview

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

Grievance Process

1. Level I - A grievance is made with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person making the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

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

writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

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

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

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

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person making a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

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

required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation. The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

STAFF CONDUCT

(Board Policy GBCB, updated 11-14-2019) The Park Hill Board of Education expects every employee to act professionally, ethically and responsibly; use good judgment; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers and the public. In addition to expectations in other Board policies and directives from supervisors, district expectations for employees include, but are not limited to, the following:

1. Become familiar with, enforce and follow all applicable Board policies, and regulations, administrative procedures, other directions given by district administrators and supervisors and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss of theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration, unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Maintain records as required by law, Board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.

9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
13. School employees shall not direct a 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.
14. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
15. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
16. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
17. Employees will not represent their personal opinions as the opinions of the district and, when necessary to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

STAFF/STUDENT RELATIONS

Definitions

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

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

Student: Individuals currently enrolled in the Park Hill School District.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly

applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

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

Absolute Prohibitions

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

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

Exceptions to this Policy

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

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

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

Failure to Maintain Boundaries

This policy includes a list of staff conducts which are absolutely prohibited. In addition to those specific conducts, the Board wants to ensure that its students and staff are protected from situations in which an appearance of impropriety may arise, even if no absolutely prohibited conduct occurs. For instance, the following is a nonexclusive list of potential situations in which a staff member may fail to maintain professional physical and emotional boundaries, if no exception applies or no educational purpose exists.

- Being alone with a student in a room with a closed or locked door or with the lights off. Note that counselors or others who need to work with students confidentially may need to meet with a student

with a closed office door, but such practice should be discussed with their supervisors to ensure it is the appropriate manner of meeting with students.

- Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
- Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
- Discussing the staff member's personal problems with or in the presence of students.
- Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
- Being present when students are fully or partially nude.
- Sending students on personal errands.
- Allowing a student to drive the staff member's vehicle.
- Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
- Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
- Giving gifts to individual students (as opposed to giving gifts of nominal value to all members of a class, for example).
- Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

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

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

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

Consequences

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

Reporting

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

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

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

Training

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

USE OF DISTRICT TECHNOLOGY RESOURCES

(Board Policy EHB – updated May 9, 2019) The Park Hill School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

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

Definitions

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

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

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

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

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

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the Superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the District's User Agreement or another document, into which the terms of EHB and EHB-AP1 are incorporated prior to accessing or using District technology resources, unless excused by the Superintendent or designee.

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

User Privacy

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

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

Technology Administration

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

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

Content Filtering and Monitoring

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

The Superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district. Students, employees, or other users may request that the district review or consider adjusting the content filter to allow or block access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall

include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The Superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

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

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

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

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

Closed Forum

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

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

Inventory and Disposal

The district will regularly inventory select district technology resources. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus policy.

Violations of Technology Usage Policies and Procedures

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Use of the district's technology resources in a disruptive, manifestly inappropriate or illegal manner shall not be tolerated.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges and/or other discipline. User privileges may be suspended pending

investigation into the use of the district's technology resources.

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

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, may be charged to the user. The Superintendent and designee have the authority to contact legal authorities in regard to damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

STAFF USE OF COMMUNICATION DEVICES

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

Definitions

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

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

General Use

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

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

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

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The use is consistent with a supervisor's guidelines for limited, personal use of communication devices.
4. There is an emergency.

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

WORKPLACE ACCIDENTS AND INJURIES

(Board Policy GBEA) An employee of the Park Hill School District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law. The District will not retaliate against an employee who exercises his or her rights under the Workers' Compensation Law.

Reporting

Immediate notification of employee injuries is essential in effectively treating our employees and returning the employee to work.

When an employee is injured, the following steps should be taken immediately:

1. If the injury is serious and/or life threatening, contact 911.
2. For any injury that requires any medical attention, report the injury to the Office of the Assistant Superintendent of Business Services at 359-4020.
3. For injuries that do not require immediate medical treatment, go to the nearest school health room. The Nurse will notify the District Office.

An employee must also report all injuries immediately to his or her immediate supervisor by completing the District's incident report form. The District expects incident forms to be completed within 72 hours. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to promptly report an injury or illness arising out of and in the course of employment may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the executive administrative assistant for Business Services at District Office. Business Services will promptly forward a copy of the report to the District's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

Use of Leave

The District does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the District will apply available paid leave for those days. However, the employee will only receive compensation for those days once the District knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

Medical Providers

The District will designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of District-designated providers will be available to employees upon request. If the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

Reasonable Accommodations (Light Duty)

If an employee is released back to work after a workplace accident, but has restrictions that cannot be reasonably accommodated in his/her regular position, then every effort will be made to offer work in an area where restrictions can be reasonably accommodated. Light duty work may be in a different type of job or in a different building. If light duty work is offered but the employee refuses to do the work, then workers' compensation benefits will not be paid. The employee has the option of utilizing personal paid leave, if desired, or being off work and unpaid.

Loss of Benefits

An injury caused by the failure of employees to use safety devices provided by the District or obey rules adopted by the District for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law.

Violation of the District's Drug-Free Workplace policy or any other District policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or loss of benefits if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances.

The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.

An employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

USE OF TOBACCO PRODUCTS AND IMITATION TOBACCO PRODUCTS

(Board Policy AH)

To promote the health and safety of all students and staff and to promote the cleanliness of district property, 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 and on all district grounds, including but not limited to outdoor smoking by adults on the parking lots surrounding the buildings in the district. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, before and after school care, transportation services or early childhood development services to children. This prohibition may also extend to private residences during the period of time during which homebound instruction or other educational services are provided to a Park Hill student.

Students and employees who violate this policy are subject to discipline in accordance with applicable Board policies. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

SPECIAL EDUCATION SERVICES

Special Education services in Park Hill School District are designed to facilitate instruction to children with developmental delays who have met criteria for assistance based on assessments of cognitive, communication, or physical skills and behavior. If you serve as a substitute in a Special Education classroom, you will be facing multi-faceted responsibilities in both the special education setting and regular education setting.

The role of the Special Education Teacher and Teacher Assistant varies, depending upon the level of the student's disability, the student's age, and the type of classroom assigned. Learning for Special Education students may be facilitated in several ways:

- a. Special Education Resource classroom: (All locations) The most independent students with disabilities spend the majority of the day in a regular education environment receiving instruction from the classroom teacher with support from either a special education teacher or teacher assistant.
- b. Special Education Self Contained: (All Elementary locations) Services are provided for students with disabilities and/or special needs. Some students may have limited language skills, significant behaviors, require assistance with daily living skills or be provided a highly structured individualized program.
- c. Essential Skills classrooms: (Congress and Lakeview Middle, Park Hill, and Park Hill South High Schools) Some students with disabilities spend a portion of their day in the special education environment moving back and forth between a regular and special education classroom. Students in this type of special education placement may receive some of their individualized instruction in the special education classroom. Some students may have limited language skills, significant behaviors, or require assistance with daily living skills.
- d. Autistic classrooms: (Congress and Lakeview Middle, Park Hill, and Park Hill South High Schools) Some students spend most of or all their day in specialized classrooms providing a highly structured individualized program. Students may have limited language skills, display significant behaviors, and often require assistance with daily living skills. Teachers or teacher assistants in this environment may be assisting students in the restroom, feeding students, or changing diapers. There may also be some lifting required as some of the students have physical limitations.
- e. Gerner Family Early Education Center: Services are provided for children age 3 to 5 and range from once or twice a week to a half day of services in the Early Education Center. A Teacher or Teacher Assistant in this environment would be working with young children that may need assistance with a variety of personal or educational tasks.
- f. Russell Jones Education Center: Services are provided for students K-12 in need of a more therapeutic environment than is possible in our other school buildings. The ratio of students to staff is low allowing for individualized attention. Staff in this environment will work with students that display a wide array of developmental or psychosocial disorders, supported by a highly qualified team of teachers, social workers and therapists.

WHAT A SUBSTITUTE TEACHER CAN EXPECT TO RECEIVE

FROM THE TEACHER

- A. Class roster and accurate seating chart
- B. Up-to-date, complete lesson plans along with teaching guides, textbooks or learning materials
- C. Up-to-date program schedule for the day and week
- D. Student lunch menu and schedule
- E. List of students:
 - Bus riders and car riders, and the dismissal process.
 - Students who have individual health, emotional or learning problems.
 - Students who may be able to help or provide assistance during the day.

FROM THE SCHOOL OFFICE

- A. Building information and instruction, including a bell schedule and map of the building.
- B. Information and location of the Health Room for illnesses or emergencies
- C. Help in solving any problem, which you do not feel able to handle. If you have any questions or need advice, please seek help from the building administrator or Substitute Coordinator.

FROM THE DISTRICT OFFICE

- A. Substitute Office
Questions regarding willSub, long term opportunities, or substitute information and processes, may be directed to Sue Gilland at 359-6452. If you have concerns or continue to have questions regarding assignments or evaluations, please contact Sue Gilland or Dr. Linda Kaiser, Director of Human Resources, at 359-4040.
- B. Kronos Office
Questions or issues regarding Kronos machines, time or punches may be directed to Judith Perry at 359-6145.
- C. Payroll Office
Questions regarding payroll information, or changes to Direct Deposit or tax withholdings, may be directed to the Payroll Office at 359-4023.
- D. Identification badge and Kronos training.
I.D. badges should be worn so that both the name and photo can easily be seen by others. Lost or stolen I.D. badges should be reported immediately to Technology Services at 359-5000, extension 1. A nominal replacement fee will be charged for lost or stolen I.D. badges.

WHAT IS EXPECTED FROM A SUBSTITUTE TEACHER?

- A. **Arrive on time.** Report for duty 30 minutes before school is in session or 15 minutes before an afternoon assignment.
- B. Report to the school's administrative office upon arriving and Sign in. The office will provide you with a substitute folder and direct you to the Kronos time clock. If you are not familiar with that particular school, you may want to request a copy of their handbook. Handbooks are also available online at www.parkhill.k12.mo.us.
- C. Substitute teachers have the same responsibilities as a regular teacher. Check the teacher's mailbox and "duty" list to see if you are assigned to the cafeteria, hall, or any other duty. Take attendance and carry out the policies of the school and district.
- D. **Keep your students under supervision.** Be attentive, never leave the classroom unattended.
- E. The successful substitute is actively involved with instruction. moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the substitute's use of proximity to the students.
- F. Strive to carry out the lesson plans left by the instructor. You are expected to teach!
- G. Remain on duty. Substitutes are NOT to leave the building early or during lunch or breaks.
- H. Substitutes should time in and out for lunch breaks, unless supervising students or working through lunch. Missed punches should be reported to the Substitute Office at the end of the day.
- I. Direct any outsider to the office including those seeking information about a student or requesting permission to take a child from the room. Under **NO** circumstances should a student be released without permission from the appropriate school personnel.
- J. Fire exits, fire drills, severe storm and tornado-warning plans should be posted in each room, as well as a Classroom Crisis Guide. Familiarize yourself with the procedures. Also, take note of any "code words" that may be broadcast in an emergency.
- K. **Friendly, Fair, and Firm** - Discipline training is an important component of teaching requiring patience, understanding, and review of all the facts. Good working conditions result from good classroom discipline. Be consistent and emphasize the positive. Maintain a clear, pleasant voice. Leave detailed records of student behavior, both good and bad.
- L. Maintain a high standard of professional appearance and hygiene. Dress, grooming and personal cleanliness standards contribute to the morale of all and affect the business image the District presents. Business casual attire presenting a clean and neat appearance is appropriate. Blue jeans, tee shirts, shorts, and sandals should **not** be worn.
- M. Use appropriate language. Be aware of your teacher/student relationship and avoid physical contact, comments, gestures, and conversations which violate this relationship.
- N. Leave a written report for the teacher. Check papers, unless otherwise instructed. Ensure that the room is in order, i.e., lights out, windows closed, educational materials are put away.

PAY INFORMATION

- A. It is the substitute's responsibility to check-in (Sign-In) and check-out for each substitute job, and to time in and out using the Kronos timekeeping system.
- B. Changes to tax withholdings or direct deposit information may be requested at any time and should be submitted on forms through the Payroll department.
- C. Pay dates for Substitutes are on the 15th and end of the month, two weeks in arrears. To view or print copies of your paychecks and W-2 information, please access the Park Hill Employee Portal website: <https://employeeportal.parkhill.k12.mo.us/esp/login>
- D. All substitutes are eligible for a \$25 bonus each quarter for working a minimum of 20 jobs within a school quarter.
- E. **Retired teachers** from the Missouri Public School Retirement System (PSRS) are limited to a total of 550 clock hours of substitute teaching each year. If a retirement date occurs within the school year, the maximum allowable hours may vary and be proportional to the retirement date. Retired teachers are also required to maintain a Working after Retirement Record tracking the hours worked and the wages earned each month. Please contact the Payroll department to confirm your hours and earnings.
<https://www.psrsmo.org/PSRS/WorkingAfterRetirement.html>
- F. Time and attendance for support staff is tracked through **willSub**, the substitute management system and **Kronos**, an automated time and attendance system. Support staff are expected to time in upon arrival, time out/in for meal breaks, and time out at the end of the work shift.

Positions such as Campus Supervisor and In School Suspension are typically paid for their lunch break and will not time out, due to supervising students during that time.

Missed punches for the day should be reported to the Substitute Coordinator immediately.

HOW TO USE willSub

WillSub is the substitute management system used to record employee absences and communicate substitute opportunities or job assignment notifications.

willSub System (job notifications):	989-393-8515
willSub Tech Support:	800-319-4278
willSub Website:	www.willSub.com
willSub App	Google Play, App Store
Substitute Office Cell Phone	816-213-9690
Substitute Office Hours	6:45 a.m. – 4:30 p.m.

Substitute Office Staff	Sue Gilland Substitute Coordinator 816-359-6452 gillands@parkhill.k12.mo.us	Kami Young-Pierce Human Resources Assistant 816-359-6458 young-pierceK@parkhill.k12.mo.us
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Log In

New substitutes will receive an e-mail notification from willSub (info@willsub.com) with your assigned User ID and 4-digit (numeric) PIN. Click on the Information table to review and update your personal preferences:

1. Update your calling preferences and availability
 - a. The system is defaulted to calls from 4a – 11p, seven (7) days per week, you may adjust accordingly
 - b. Select 'Send Text Notifications' and your provider for job notifications or changes
 - c. Select your general daily availability
2. Select your Worksite Choices (locations)
3. Click on each individual building to select the Categories you wish to be called for
 - a. You will only be called for assignments at the locations and categories selected
 - b. Choose 'Yes' to select the category
 - c. Substitute or Teaching certificates are required for Teacher, Aide (Instructional) and Aide (Non-Instructional)
 - d. Building rank is defaulted to '2'. Select '1' to have jobs offered more often to you from a particular worksite and '3' to have jobs offered less often from a worksite.

SUBSTITUTE CATEGORIES AND PAY

Category	Pay Tier	Primary Subjects	
Teacher	Tier 4 - \$16.00/hr*	Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade Art-Elementary Behavior Specialist Intervention - Reading Spec Media Spec-Elementary Music-Elementary PE-Elementary 6th Gr Comm Arts 6th Gr Math 6th Gr Reading 6th Gr Science 6th Gr Social Studies 7th Gr Comm Arts 7th Gr Math 7th Gr Reading 7th Gr Science 7th Gr Social Studies 8th Gr Comm Arts 8th Gr Math 8th Gr Reading 8th Gr Science 8th Gr Social Studies Gifted (1-8)	Speech Pathology (K-8) AVID (MS) Computer Education (MS) Art Broadcast Journalism Business ELD (English Lang Dev'l) English / Lang Arts Family - Consumer Science Foreign Lang - French Foreign Lang - German Foreign Lang - Spanish Industrial Technology Math Media Spec Music -Vocal Music-Instrumental PE Science Social Studies Speech -Publications Spec Ed Autism Spec Ed Essential Skills Spec Ed Resource Classroom Spec Ed Self Contained ECSE (Spec Ed Tchr) Early Childhood – Speech RJ Sped-Elem, MS, HS
Aide Instructional	Tier 3 - \$15.00/hr	Campus Supervisor (HS) In-School Suspension Specialized Teacher Asst	Certified Recess (Elem) Recovery Room Intervention
Aide Non-Instructional	Tier 2 - \$14.50/hr	Teacher Assistant Media Assistant	Virtual Learning Lab Supv (HS)
Bldg Asst/LRPG	Tier 1 - \$13.50/hr	Building Assistant (Middle)	LR/PG Supervisor (Elem)
PreSchool	Tier 1 - \$13.50/hr	PreSchool Assoc Teacher	
Medical**	Tier 7 - \$22.00/hr	Nursing	
Secretarial***	Tier 4 - \$16.00/hr	Office	

*Park Hill Retirees and Premium Subs - \$16.50/hour

**Requires medical license

***Requires successful completion of office assessment

willSub Activation

My Personal Preferences

Personal Preferences	Use the form below to make any changes.
Don't call me before :	<input type="text" value="5:30 AM"/>
Don't call me after :	<input type="text" value="10:00 PM"/>
I accept phone calls for job notifications :	<input type="checkbox"/>
Call in advance days :	<input type="text" value="3"/> This sets how far in advance you will receive phone calls for a job, not when jobs become available online.
Job Call Number:	<input type="text" value="Cell"/> *This number will be used for job notification calls.
Send Text Notifications :	<input type="checkbox"/> at cell number (816) 204-0907 Standard text message rates may apply, depending on your service plan.
My cell provider is :	<input type="text" value="T-Mobile"/>
Don't text me before (Today/Tomorrow) :	<input type="text" value="06:00 AM"/> - text will come from job_today@willsub.com or job_tomorrow@willsub.com for jobs that start today or tomorrow.
Don't text me after (Today/Tomorrow) :	<input type="text" value="11:00 PM"/> - leave both times at midnight if you will accept texts at any hour
Don't text me before (Future) :	<input type="text" value="08:00 AM"/> - text will come from future_job@willsub.com for jobs that start more than 1 day in the future..
Don't text me after (Future) :	<input type="text" value="09:30 PM"/> - leave both times at midnight if you will accept texts at any hour
Text in advance days :	<input type="text" value="30"/>
Time Zone:	<input type="text" value="Central"/>
Will work on :	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday If unchecked, you will not be called for jobs starting on that day, but you will be able to accept online until the day the job starts.
Remember ID and PIN on this computer:	<input type="checkbox"/> IMPORTANT: Only check this on your private computer, not a computer others have access to!

Update

Selecting Categories

Building Preferences

Chinn Elementary 7100 NW Chatham Rd. Kansas City , MO 64151 (816) 359-4330 Map the school					
Building rank:	<input type="text" value="1"/>				
Same day alerts:	<input type="text" value="Yes"/>				
***District Rate (\$) full-day / half-day or hourly (hr.)					
			Kindergarten	Elementary	Early Childhood
Teacher	<input type="text" value="Yes"/>	15.50 hr.	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Aide (Instructional)	<input type="text" value="Yes"/>	14.00 hr.	-		
Aide (Non-Instructional)	<input type="text" value="Yes"/>	12.00 hr.	-		
Building Asst/LR/PG	<input type="text" value="Yes"/>	12.00 hr.	-		
Medical	<input type="text" value="No"/>	22.00 hr.	-		
Secretarial	<input type="text" value="No"/>	12.00 hr.	-		

Update

*** District rates can vary depending on certifications and secondary categories

Updating Availability

Commitments	Information
Enter New Commitment	
<p>Please enter the commitment using the form below.</p>	
Date from :	<input type="text" value="09/14/2020"/>
Date thru :	<input type="text" value="09/15/2020"/>
Time from :	<input type="text" value="07:00 AM"/> Leave each time at midnight for all day commitments
Time thru :	<input type="text" value="10:00 PM"/>
Note :	<input type="text" value="Out of town"/>
Add Commitment (+)	

Reviewing Past, Present and Pending Assignments

Home	Requests	Commitments	Information	
Log-off				
All My Jobs				
<p>Duration: 🟡 = Full Day 🟡 = Employee Arrives Late 🟡 = Employee Leaves Early 🟡 = Employee Leaves and Returns</p>				
<p>Status: 📞 = by Phone 🌐 = By Web 📅 = Prearranged 🟢 = Open 🚫 = Canceled</p>				
Excel CSV Print				
Ref.	Date	Days /Hrs(h)	Employee	Building
5064098	8/10/2020	8.0 h	Teacher Test	Congress Middle School
<p>Showing 1 to 1 of 1 entries</p>				

Substitutes will receive an e-mail confirmation for prearranged or assigned jobs. Jobs accepted via text, website or the willSub App will require confirmation of assignment in the substitute's account.

COMPLAINT PROCEDURE

If you believe that the Park Hill School District is violating, misapplying or misinterpreting a federal or state law or regulation, you may file a formal written complaint with your building principal/supervisor. A complete copy of the Complaint Resolution Procedure is available in the Principal's Office, Central Office, and on the District's Web Site, www.parkhill.k12.mo.us.

UNEMPLOYMENT BENEFITS FOR SUBSTITUTES

Chapter 288 of the revised statutes of Missouri provides limitations on school district employees to collect unemployment benefits during scheduled breaks. The statute states;

- (a) Benefits based on "service in employment", defined in subsections 7 and 8 of section 288.034, shall be payable in the same amount, on the same terms and subject to the same conditions as compensation payable on the basis of other service subject to this law; except that;
- (b) Benefits shall not be paid on the basis of such services to any individual for any week which commences during a period between two successive academic years or terms if such individual performs such services in the first of such academic years or terms and there is a contract or a reasonable assurance that such individual will perform such services in the second of such academic years or terms;
- (c) Benefits shall not be paid on the basis of such services to any individual for any week which commences during an established and customary vacation period or holiday recess.

FINAL REMINDERS

- **Arrive on time!!!** Substitutes should arrive no later than the start time of the job. Job assignments include the 30-minute report time prior to the start of school. You should report 15 minutes prior to a half day job. If you are not able to be on time, please notify the Substitute or school office
- **Stay for the entire assignment.** Check in with the office during teacher plan times. Substitutes may be needed in other areas of the building. Do not arrive late or leave early unless specifically told to do so.
- Substitutes should time in and out for lunch breaks unless assigned to ISS, Campus Supervisor or LR/PG jobs. Notify the Sub Office for any missed punches.
- Electronic devices (i.e., cell phones/texting, games, headphones) should **never** be used during your student contact time.
- Do NOT accept assignments where your child or relative may be a student in your early ed, elementary or middle school classrooms.
- Maintain your daily availability under the Commitments tab in willSub. Unavailability for more than 4 weeks, should be communicated to the Substitute office.
- The need for a substitute cannot always be anticipated ahead of time, It is advantageous for substitutes to be ready to report to work on short notice.
- Remember you are the Role Model, the “teacher of record” for your assigned time in regard to: **constant supervision of students, confidentiality, your language and actions.**
- If you need to **cancel** on short notice, please contact the Substitute Office or school of the assignment.
- Be professional in your District relationships, resolving to never compare one school with another, one staff member with another or any set of students with another.
- School cancelations or announcements may be found on television and radio stations, Channel 18 and the Park Hill website.
- Personal advertising as a substitute in the district or contacting school offices is not allowed, either for additional substitute jobs or for other commercial ventures.
- **Flexibility** is required. You may be asked to switch job assignments, cover open classrooms, or help with uncovered assignments during the day.
- Any changes in your status or personal information should be communicated to the Substitute or Payroll office as soon as possible.
- Friendly, Fair and Firm
- Leave the classroom in order, leave a written report for the regular teacher, turn out the lights and close the door.

SCHOOL START AND END TIMES

Schools	School Hours	Teacher/Sub Hours
Elementary		
Chinn	9:03a - 3:53p	8:30a - 4:00p
English Landing	9:03a - 3:53p	8:30a - 4:00p
Graden	9:10a - 4:00p	8:30a - 4:00p
Hawthorn	9:03a - 3:53p	8:30a - 4:00p
Hopewell	9:10a - 4:00p	8:30a - 4:00p
Line Creek	8:15a - 3:05p	7:45a - 3:15p
Prairie Point	8:15a - 3:05p	7:45a - 3:15p
Renner	8:15a - 3:05p	7:45a - 3:15p
Southeast	9:10a - 4:00p	8:30a - 4:00p
Tiffany Ridge	9:10a - 4:00p	8:30a - 4:00p
Union Chapel	9:10a - 4:00p	8:30a - 4:00p
Middle		
Congress	7:15a - 2:10p	6:45a - 2:15p
Lakeview	7:15a - 2:10p	6:45a - 2:15p
Plaza	7:15a - 2:10p	6:45a - 2:15p
Walden	8:10a - 3:05p	7:30a - 3:00p
High School		
LEAD Innovation Studio	7:50a - 2:58p	7:15a - 3:00p
Park Hill	7:50a - 2:58p	7:15a - 3:00p
Park Hill South	7:50a - 2:58p	7:15a - 3:00p
Russell Jones Education Center	7:30a - 2:00p	7:15a - 2:15p
Gerner Family Early Education Center		
Special Education program	8:40a - 3:40p	8:30a - 3:45p
Preschool program	6:30a - 6:00p	varies

PARK HILL DIRECTORY



Park Hill School District

Building Successful Futures • Each Student • Every Day

Chinn Elementary

7100 NW Chatham Rd.
Kansas City, MO 64151
(816) 359-4330 (fax: 4339)
Principal: Lee Heinerikson

English Landing Elementary

6500 NW Klammer Dr.
Kansas City, MO 64151
(816) 359-4370 (fax: 4379)
Principal: Dr. Merri Beth Means

Graden Elementary

8804 NW 45 Highway
Parkville, MO 64152
(816) 359-4340 (fax: 4349)
Principal: Vanna Easley

Hawthorn Elementary

8200 N Chariton
Kansas City, MO 64152
(816) 359-4390 (fax: 4399)
Principal: Brooke Renton

Hopewell Elementary

6801 N Line Creek Parkway
Kansas City, MO 64151
(816) 359-4410 (fax: 4419)
Principal: Dr. Melissa Hensley

Line Creek Elementary

5801 NW Waukomis
Kansas City, MO 64151
(816) 359-4320 (fax: 4329)
Principal: Robin Davis

Prairie Point Elementary

8101 NW Belvidere Parkway
Kansas City, MO 64152
(816) 359-4380 (fax: 4389)
Principal: Dr. Danny Todtfeld

Renner Elementary

7401 NW Barry Rd.
Kansas City, MO 64152
(816) 359-4350 (fax: 4359)
Principal: Sasha Kalis

Park Hill High School

7701 NW Barry Rd.
Kansas City, MO 64153
(816) 359-4110 (fax: 4119)
Principal: Dr. Brad Kincheloe

Southeast Elementary

5704 NW Northwood
Kansas City, MO 64151
(816) 359-4360 (fax: 4369)
Principal: Jason Pope

Tiffany Ridge Elementary

5301 NW Old Tiffany Springs Rd.
Kansas City, MO 64154
(816) 359-4400 (fax: 4409)
Principal: Dr. Desiree Rios

Union Chapel Elementary

7100 NW Hampton Road
Kansas City, MO 64152
(816) 359-4310 (fax: 4319)
Principal: Dr. Steven Archer

Congress Middle School

8150 N Congress
Kansas City, MO 64152
(816) 359-4230 (fax: 4239)
Principal: Dr. Chris Early

Lakeview Middle School

6720 NW 64th St.
Kansas City, MO 64151
(816) 359-4220 (fax: 4229)
Principal: Kirsten Clemons

Plaza Middle School

6501 NW 72nd St.
Kansas City, MO 64151
(816) 359-4210 (fax: 4219)
Principal: Dr. Adrian Singletary

Walden Middle School

4701 NW 56th Street
Kansas City, MO 64151
(816) 359-4240 (fax: 4249)
Principal: Melissa DeDonder

Park Hill South High School

4500 NW River Park Dr. Riverside, MO 64150
(816) 359-4120 (fax: 4129)
Principal: Dr. Kerrie Herren

LEAD Innovation Studio

7201 N Line Creek Pkwy
Kansas City, MO 64151
(816) 359-4130 (fax: 4139)
Principal: Dr. Ryan Stanley

Russell Jones Education Center

7642 N Green Hills Road
Kansas City, MO 64151
(816) 359-4510 (fax: 4519)
Principal: Dr. Tara Kalis

Gerner Family Early Education Center

8100 N Congress
Kansas City, MO 64152
(816) 359-4600 (fax: 4609)
Coordinator: Dr. Rachel Ward

District Central Office

7703 NW Barry Rd.
Kansas City, MO 64153
(816) 359-4000
Superintendent:
Dr. Jeanette Cowherd

Community Services

7703 NW Barry Rd.
Kansas City, MO 64153
(816) 359-4060
Coordinator: Lisa McLaughlin

Support Services

9501 N Seymour Ave.
Kansas City, MO 64153
(816) 359-4100
Director of Operations: Jim Rich
Director of Nutrition Services: Ronda McCullick
Library Media Coordinator:
Dr. Janis Yokley

Student Transportation Center

9501 N Pomona Ave.
Kansas City, MO 64153
(816) 359-5535
Transportation Coordinator:
Lana Dudzinski

Aquatic Center

8152 N Congress
Kansas City, MO 64152
(816) 359-4080
Coordinator: Danielle Stoermann