



Book	Policy Manual
Section	Foundations and Basic Commitments
Title	Equal Opportunity, Discrimination, Harassment And Retaliation
Code	AC
Status	Active
Adopted	November 11, 1993
Last Revised	June 12, 2014

### General

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

### The District also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment due to one or more of the above stated characteristics.

Employees, students and visitors are expected to report immediately to the District Compliance Officer for investigation any incident or behavior that could constitute illegal discrimination or harassment. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person is required to immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. The district will also 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 when it may relate to the school environment.

### Additional Prohibited Behavior

The District may prohibit behavior because it is unacceptable for the workplace or the educational environment even though it is not unlawful or does not rise to the level of illegal discrimination or harassment. Examples are demeaning speech or otherwise harmful actions, particularly if directed at personal characteristics including, but not limited to, socio-economic level, sexual orientation or perceived sexual orientation.

### Boy Scouts of America Equal Access Act

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 inapplicable federal law.

### School Nutrition Programs

The district will not, on the basis of race, color, national origin, sex, age or disability, exclude from participation in, deny benefits of, or otherwise subject to discrimination any person under a school nutrition program for which the district receives federal financial assistance from the U. S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

## Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim. 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 may also take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, insuring 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

Employees who violate this policy will be disciplined, up t and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. Violations of this policy which may represent child abuse or neglect will be reported to the Children's Division (CD) of the Department of Social Services. Law enforcement may be contacted or a court order sought to enforce this policy or when actions may constitute criminal behavior.

## Definitions

**Discrimination** — Conferring, refusing or denying benefits 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 or any other characteristic protected by law, or based on a belief that such a characteristic exists.

**Harassment** - A form of discrimination, as defined above, that is sufficiently intimidating, ridiculing, insulting, severe or pervasive 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 or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name-calling; slurs;jokes; gestures; threatening, intimidating or hostile acts; 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; orb) 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 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 validly 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. Condition in 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.

**Grievance/Complaint** — A verbal or written report of discrimination or harassment made to the compliance officer.

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

## Compliance Officer

The district's compliance officer is the:

Administrator for Human Resources  
2420 Woodson Road  
St. Louis, Missouri 63114  
314-493-6061

The compliance officer is responsible for:

1. Coordinating district compliance with this policy and the law.
2. Receiving grievances regarding discrimination, harassment and retaliation in the Ritenour District.
3. Serving as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigating or assigning persons to investigate grievances; monitoring the status of grievances; and recommending consequences.
5. Reviewing evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determining whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommending disciplinary action, if necessary.
7. Communicating with the district's law enforcement units when reported crimes may constitute potential discrimination, harassment or retaliation.
8. Overseeing discrimination, harassment or retaliation grievances, including identifying and addressing any patterns of systemic problems and reporting such problems and patterns to the superintendent.
9. Seeking legal advice when necessary to enforce this policy.
10. Reporting to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Making recommendations regarding the implementation of this policy.
12. Coordinating and instituting 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.

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 who is the:

Administrator for Student Services  
2420 Woodson Road  
St Louis, MO 63119  
314 493-6055

### **Public Notice**

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 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 Ritenour School District does not discriminate in its programs, activities, facilities or with regard to employment. The District will provide information in alternative formats when necessary to accommodate persons with disabilities.

### **Reporting**

All persons are encouraged to report incidents that might constitute illegal discrimination, harassment or retaliation directly to the compliance officer. District employees are required to direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination, harassment or retaliation prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the 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. Students, employees and others are encouraged to address concerns directly with the person alleged to have caused harassment, discrimination or retaliation in an attempt to resolve the issue, but are not required to do so.

### **Student-on-Student Harassment**

Building-level administrators address student discrimination and harassment in accordance with the usual disciplinary process, unless a student initiates a grievance. Administrators will report all complaints of harassment and discrimination to the compliance officer and will inform the parent and student that the compliance officer is available for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

### **Investigation**

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

Factors such as the context in which the alleged incidents occurred, the nature of the behavior, the relationships between the parties involved, and past incidents will be considered in determining whether the alleged conduct constitutes

discrimination or harassment and is a violation of this policy. If school officials determine that discrimination, harassment or other prohibited behavior has occurred, the District will take immediate corrective action.

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the grievance/appeal will move to the next higher step in the grievance process.
2. Investigation and reporting deadlines are not mandatory upon the District when more time is necessary to conduct an investigation adequately and to render a decision. When the timeline is extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The District will investigate all grievances, even if an outside enforcement agency such as the Office for Civil Rights, law enforcement or the Children's Division is also investigating a complaint arising from the same circumstances.
5. The District will share information regarding an individually identifiable student or employee only with the person filing the grievance or other persons 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 take immediate action, if necessary, to prevent further potential discrimination or harassment during the pending investigation.

### **Grievance Process**

1. Level I — A grievance is filed with the district's compliance officer. The compliance officer may personally conduct the investigation or designate another supervisor to do so when appropriate.

An investigation will begin as soon as practical, but no later than ten working days after the compliance officer receives the grievance. Within 30 working days of receiving the grievance, the compliance officer will complete a written report that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer will review and sign the report. The person who filed the grievance will be notified of the decision in writing.

2. Level II –Within five working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may 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. The person who filed the grievance will be notified of the decision in writing.

3. Level III –Within five working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance 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's decision and any actions taken are final. The Board secretary will give the compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified of the decision in writing.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the District will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The District will disclose information to the district's attorney, law enforcement, the Children's Division 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.

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487  
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681  
Equal Pay Act, 29 U.S.C. § 206(d)  
Age Discrimination in Employment Act, 29 U.S.C. §§ 621 - 634  
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-7  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e - 2000e-17  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 - 6107  
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213  
Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751-1760

Legal Refs: Child Nutrition Act of 1966, 42 U.S.C. §§ 1777-1785

7 C.F.R. Parts 210, 215, 220 and 225

Missouri Human Rights Act, §§ 213.010 - 213.137, RSMo.

Female Employees' Wages, §§ 290.400 - .450, RSMo.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Burlington Industries v. Ellerth, 524 U.S. 742 (1998)

Gebser v. Lago Vista Ind. Sch. Dist., 524 U.S. 274 (1998)

Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998)

Harris v. Forklift Systems, Inc., 510 U.S. 17 (1993)



Book	Policy Manual
Section	Support Services
Title	Accident Prevention and Response
Code	EBBA
Status	Active
Adopted	November 11, 1993
Last Revised	February 14, 2013

The District conducts an ongoing program to maximize safety, to prevent accidents and to provide emergency treatment when accidents occur. The administrator for Support Services serves as the safety officer for the District.

### **Eye Protection**

When required by law, the District will provide students, staff and visitors with eye protective devices to be used during activities that require them. Principals are authorized to charge for loss, damage, or failure to return any device issued.

### **First Aid**

The District will provide first aid or emergency treatment and contact emergency medical services (EMS) as needed for anyone who is injured or becomes seriously ill on district property, on district transportation or at a district activity. Further medical attention to students is the responsibility of the student's parents or the injured party. Procedures for handling emergencies are established and followed in each building.

In accordance with law, any qualified employee who administers epinephrine, medications, cardiopulmonary resuscitation (CPR) or other lifesaving methods, in good faith and according to standard medical practice, will be held harmless and immune from civil liability. A qualified employee is one who has been trained to administer medication or medical services according to standard medical practice.

### **Injury Reports**

For purposes of documentation and for taking measures to avoid recurrence of accidents, staff members who witness an injury occurring on school premises or at a school sponsored activity are required to report the incident to their supervisor and/or the school nurse as soon as practical after witnessing the incident, and to complete, or assist in the completion of, an injury report form available in each building. Employees who are injured on the job are required to complete an Employee's Report of Injury form. Reportable injuries are those which, in the judgment of the witness(es), may require medical attention.

Reports should include:

- Date, time and place of accident
- Name and address of injured person(s)
- Name of staff member(s) in attendance
- Type of accident
- Personal injuries incurred
- Treatment given
- Description of the accident
- Property damage incurred
- Name and address of any parties with first-hand information regarding the accident
- Name of staff member making the report.

The superintendent reports serious accidents to the Board and makes periodic reports to the Board on the number and types of accidents occurring in the schools.

Legal Refs: Sections 167.621, .624, .627, .630, .635, 170.005, .310 RSMo.



Book	Policy Manual
Section	Support Services
Title	Buildings and Grounds Security
Code	ECA
Status	Active
Adopted	November 11, 1993
Last Revised	April 10, 2014

It is the responsibility of the superintendent to establish procedures for safeguarding district properties against misuse, damage, vandalism, loss and theft. All district employees and students are expected to use and care for facilities in a responsible fashion.

Staff members are expected to exercise precautions such as:

- Locking doors and windows when vacating rooms.
- Storing materials and equipment in assigned and secure locations.
- Following procedures for lighting emergency and other areas.
- Promptly reporting misuse, damage, vandalism, loss and theft of property to the administrator in charge.

Access to school facilities outside regular school hours is limited to authorized personnel and groups. Access is administered and controlled through measures such as scheduling and approving use of facilities, monitoring by supervisory, custodial and security personnel, careful control of and accountability for keys, security and surveillance systems, and limiting access to buildings to authorized personnel.

Records of existing or proposed security systems and structural plans for property owned or leased by the District may be closed and confidential to the extent that disclosing them might compromise the security and safety of persons or property and outweigh the public interest in their disclosure.

### **Vandalism**

The District will vigorously seek restitution and/or legal redress against persons who willfully or maliciously misuse, abuse, destroy, deface or steal district property. Parents may be responsible for damages caused by their children, as provided for in R.S. Mo 211.185. Patrons, students and staff members are encouraged to assist with the protection of district property and to report violations to appropriate parties. Students found guilty of such violations are subject to the penalties set forth in policies JFC and JFCB.

### **Weapons**

All persons, except for licensed police officers, are prohibited from carrying a firearm, visible or concealed, or any other weapon capable of lethal use, onto District school grounds, into school buildings, onto school buses, or onto the premises of any function or activity sponsored or sanctioned by the District. Firearms, visible or concealed, are likewise prohibited in vehicles which are on school property or on the property of a school activity. No school official shall give consent under R. S. Mo. §571.094.20(10) for any person, other than a licensed police officer, to carry a concealed firearm into any school facility, property or activity. Except for licensed police officers, school district employees who hold concealed carry endorsements as described in R. S. Mo. 571.094 nevertheless may not carry or bring any firearm, visible or concealed, on school property or at school activities.

Students who possess weapons on school premises are subject to the penalties set forth in policy JFCJ.

Legal Sections 162.215, 168.201, 177.011, .031, 211.181, .185, .188, 537.045, 571.030, .107, 574.085, 610.021,



Refs: RSMo.



Book	Policy Manual
Section	Support Services
Title	Student Transportation in Private Vehicles and Common Carriers
Code	EEAE
Status	Active
Adopted	November 11, 1993
Last Revised	May 10, 2018

Section 304.060, RSMo., authorizes the use of 1) private vehicles other than school buses to transport students, and 2) authorized common carriers only for field trips and other special trips for educational purposes (not to and from home and school). Requirements and standards for the use of these two forms of transportation are as follows.

#### **Private Vehicles Other Than School Buses**

Use of private vehicles must be approved by a school administrator who assures compliance with the following requirements:

- Transporting of no more persons than recommended by the manufacturer of the vehicle.
- Vehicles designed only for enclosed passenger transportation, and equipped with operable safety restraints.
- Legal licensure and display of a current state safety inspection sticker.
- Operation of a private vehicle by a driver with a valid Missouri operator's license. (Private vehicles are defined as any motor vehicle not regularly used by the general public engaged in the transportation of persons or property for hire).
- Operation of other vehicles transporting to and from school by a driver licensed in accordance with Section 302.272, RSMo.
- Drivers at least 21 years of age and in compliance with applicable state regulations.
- Liability insurance coverage must meet the required minimum by State of Missouri Laws.
- A written contract between the District and the party providing the service if it is contracted for.

#### **Authorized Common Carriers**

- Over-the-road intercity-type coaches equipped with reclining seats, air conditioning and restroom facilities and holding authority from the Missouri Division of Transportation or the Interstate Commerce Commission.
- A written contract between the District and party providing the vehicle.
- Proof of liability insurance in the amount of five million dollars per accident.
- Proof of safety inspections and compliance with applicable Federal Motor Carrier Safety Regulations.
- Operation by a driver who holds a valid Missouri commercial driver's license or a similar license valid in any other state and is in compliance with all applicable driver qualifications of the Federal Motor Carrier Safety Regulations.

Section 304.060, RSMo.

Legal Refs: 5 C.S.R. 30-261.045 (1-3)

Sections 302.272, RSMo.



Book	Policy Manual
Section	Support Services
Title	Technology Usage
Code	EHB
Status	Active
Adopted	April 15, 1999
Last Revised	February 11, 2019

The District's technology resources are dedicated to educational, research and administrative purposes and uses which are compatible with the goals and objectives of the District. The District is committed to providing universal access for all staff and students to the vast, diverse, rich and unique wealth of resources available through technology. All uses of technology resources are intended ultimately and either directly or indirectly to enhance and maximize student opportunities and achievement.

### Definitions

The following terms are defined for purposes of this policy and related regulations, procedures and forms:

**User** — any person whom the District permits to use any portion of its technology resources.

**User Identification (ID)** — any identifier by which a user can access all or a portion of the District's technology resources.

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

**Technology Resources** — technologies, devices and resources used to access, process, store or communicate information including, but not limited to, computers, tablets, cloud devices, modems, printers, scanners, fax machines, telephonic equipment, audio-visual equipment, Internet, electronic mail, multi-media resources, hardware and software, management information systems, distance learning and UHF and FM radio systems.

### Authorized Users, User Agreement and Privacy

All users must have a signed User Agreement on file with the District before they are permitted to access District technology resources, unless use is authorized by a school official on an exception basis. A user ID will be issued only upon condition that the user understands the District has the right to intercept or access all communications accessed, sent, received or stored by using District technology. Therefore the District does not accord users a legal expectation of privacy in their use of the District's technology resources.

Electronic communications, the district's cloud resources, downloaded material and all data stored on the District's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or their designees at any time. It is expected that such action would be reasonable in inception and scope and in compliance with law.

The Internet, electronic mail (e-mail), computers, tablets and smart phones are to be used in accordance with agreements signed by the users and for the purpose of executing employees' and students' school-related responsibilities. Internet services are provided by the Missouri Research and Education Network (MOREnet). Users of the district's technology resources must abide by MOREnet's Acceptable Use Policy, which may be viewed via the Internet at <http://www.more.net/content/service-policies>.

### Administering the Use of Technology

Accompanying regulations and acceptable use statements and forms further delineate requirements for users of the District's technology. District technology specialists are expected to implement safeguards which will protect confidential student and employee information retained or accessible through District technology and protect the District from liability.

Managers of technology are expected to administer, maintain and improve resources as required and directed by administration. This may include removing, changing and exchanging elements of technology among buildings, classrooms, employees, students or any other District user, loading or deleting new programs or information, installing new equipment, upgrading or entering a system to correct problems or to investigate user abuses. These functions will be coordinated and scheduled in consideration of users to the extent practical, but they may occur at any time without prior notice. Upon departure from the District or transfer to a different location within the District, an employee's electronic files shall be subject to review by the District to determine appropriate disposition. Upon leaving the District, an employee's account will be deactivated.

### **Violations of Technology Usage Policies and Procedures**

All users of the district's technology resources are expected to exercise a high level of personal responsibility. Violation of district policies or regulations regarding technology usage may result in temporary, long-term or permanent suspension of user privileges, or suspension of user privileges pending the outcome of an investigation of possible violations. Employees may also be subject to discipline or termination, and students to disciplinary action, for violation or attempted violation of technology policies and procedures.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district takes measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. All minor students are 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 also addresses cyber-bullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

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

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

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

Prior to using district technology and accessing the Internet, students are required to sign a user agreement, acknowledging that they are familiar with the district's requirements for use and access.

### **Personal Use**

The District does not obtain and provide technology for personal use. Employees are permitted, however, to use District technology for reasonable, incidental personal purposes so long as such use does not interfere with job performance or the work of the District, violate any law or District policy, hinder the use of technology for the benefit of students, damage any system, cause the District to incur any cost, nor jeopardize the safety, security or usefulness of any system. Employees are not permitted to use District technology for personal gain, commercial purposes, political or organizational activity, access to objectionable or harmful materials, or any purpose inconsistent with District goals and objectives. Supervisors are authorized and expected to correct any inappropriate use of technology by their employees. Excessive personal use of District technology, as determined by the District in its sole discretion, may result in withdrawal of the technology access privilege and/or disciplinary or legal action.

While limited use of district e-mail for personal use, as indicated above, is acceptable, the following specific examples are intended to provide further guidance and examples in regard to unacceptable usage.

Those examples include posting:

- Items such as electronic chain letters and virus hoaxes
- Libelous, defamatory, offensive, racist, obscene remarks or inappropriate humor
- Political, religious or gambling information or mass-mailing advertisements
- A request for copyright infringement, i.e. permission to copy a CD or DVD
- Non-academic personal communications without the original author's prior consent
- Bulk or mass e-mail or solicitations

- Excessively large attachments (more than 3 megabytes)

### **Social Media Guidelines**

Social media refers to any usage of Web 2.0 technologies and sites such as forums, blogging, micro-blogging (Twitter), photo-sharing(Flickr) and video sharing (YouTube).

The following guidelines are intended to provide direction for the use of social media in the school setting:

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author's alone and do not represent the views of the district.
- Nevertheless, it should be assumed that an online presence reflects the district's and one's profession.
- Information published should comply with the District's technology and confidentiality policies EHBC, EHBC-R, JO and JO-R.
- Users should be respectful of the District, other employees and the community and obviously not harass, cyberbully or cyber stalk anyone.
- Protect one's name, identity and reputation since privacy is not assured with social media technologies.
- Personal use of social media during work time or on any district computers or resources is prohibited.

### **Damages**

Users are responsible for damages, including loss of property and staff time, incurred by the District because of the user's misuse or abuse of District technology resources. District administrators are authorized to sign criminal complaints against any user in response to damages incurred as a result of misuse or abuse of District technology.

### **Content Filtering and Monitoring**

As required by The Children's Internet Protection Act, the District monitors the on-line activities of students by operating a technology protection measure ("filtering/blocking device") on the network in the District with Internet access in order to maximize Internet safety for minors. The filtering/blocking device protects against access to visual depictions that are obscene, child pornography, or otherwise harmful to minors. Because filtering/blocking devices are not foolproof, the District cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited; however, a district administrator may disable the district's filtering/blocking device for research or other educational purposes which are consistent with the interests and activities of the District.

### **Instructional Use of the Internet**

When teachers use the Internet for class activities, they are expected to preview sites and materials they require or recommend students to access in order to determine age appropriateness and relevance to course objectives, and to guide students toward these related materials. Teachers may also provide guidelines and lists of resources to assist students in focusing their research activities effectively and properly. Teachers may also help students develop skills to ascertain the validity of information on the Internet, to distinguish fact from opinion, and to engage in discussions and analysis of controversial or subjective issues. Teachers may request that the Director of Technology unblock a blocked site if the site is useful for instructional purposes.

### **Electronic Mail and Messaging**

Employees are responsible for all e-mail and other electronic messages originating from their e-mail or other electronic messaging accounts.

The following actions are prohibited:

- Forgery or attempted forgery of electronic messages.
- Unauthorized attempts to read, delete, copy or modify electronic messages of other users.
- Sending or attempting to send unsolicited spam, for-profit messages, or chain letters.
- Sending district-wide electronic messages without permission from the superintendent or his/her designee.

Users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.

### **Closed Forum**

The District's technology resources are a closed forum. The District's web page may include information about the District and district addresses, telephone numbers and e-mail addresses by which the public may communicate with District personnel; however, the web page is not used as an open forum.

Expressive activities designed to impart knowledge or skills to student participants and audiences, which involve the District's technology, and which might reasonably be perceived to bear the approval of the District, are considered curricular publications. As such they are subject to reasonable prior restraint, editing and deletion by school officials. All other expressive activity involving the District's technology, which is not a curricular publication, is subject to reasonable

prior restraint and subject matter restrictions as allowed by law and Board policy. PTA/PTO and Booster webpages that are linked to the district pages must follow district guidelines contained in this policy and EHB-R

### **Retention of Data and Records**

The District will comply with the Public School District Retention Manual and General Records Retention Manual, published by the Missouri Secretary of State, in establishing and following a schedule for deleting, transferring and archiving data stored on district technology.

Retention of data which may be relevant to pending or threatened litigation will be subject to the district's attorney issuing a litigation hold directive to the superintendent. This directive would take precedence over any records' retention schedule until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on litigation hold will be maintained by the district's information technology department until the hold is released. Any employee who has been so notified of a litigation hold is prohibited from altering or deleting any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **No Warranty/No Endorsement**

The District is strongly committed to insuring the protection and accuracy of data, the quality of its technology products and services, and the reliability and availability of its technology resources. However, the District makes no warranty, expressed or implied, and does not assume responsibility for loss of data, delays, non-deliveries, miss deliveries or service interruptions, nor does it guarantee the level of accuracy or quality of information obtained through the district's technology resources.

§§ 170.051, 182.827, 431.055, 537.525, 542.402, 569.095-.099, 610.010-.028, RSMo.

47 C.F.R. Section 54.520

Chapter 109, RSMo

Chapter 573, RSMo

Children's Internet Protection Act, 47 U.S.C. 254 (h),

Electronic Communications Privacy Act, 18 U.S.C. 2510-2523

Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

Federal Rule of Civil Procedure 34

Stored Communications Act, 18 U.S.C. 2701 et seq.

Reno v. ACLU, 521 U.S. 844 (1997)

Legal Refs: Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988)

Bethel Sch. District No. 403 v. Fraser, 478 U.S. 675 (1986)

Biby v. Bd. of Regents of the Univ. of Nebraska, 419F.3d845 (8th Cir. 2005)

Sony Corporation of America v. Universal City Studios, Inc., 464 US. 417 (1984)

FCC v. Pacifica Foundation, 438 U.S. 726 (1978)

Ginsberg v. New York, 390 U.S. 629 (1968)

Henerey by Henerey v. City of St. Charles School District, 200 F.3d 1128 (8th Cir. 1999)

Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)

Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)

Urofsky v. Gilmore, 216 F.3d 401 (4th Cir. 2000)

J.S. v. Bethlehem Area Sch. Dist., 757 A.2d 412 (Pa. Comw. 2000)



Book	Policy Manual
Section	Support Services
Title	Privacy Protection and Confidentiality of Information
Code	EHBC
Status	Active
Adopted	June 9, 2011

To accomplish its mission and to comply with the law, it is necessary for the district to collect, create and store confidential information regarding students, parents, employees, applicants for employment and others.

District employees are authorized to access personally identifiable confidential information only if necessary to perform their duties. This information is disclosed only to authorized district contractors or parties who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law.

The district creates and maintains procedures for securely maintaining confidential information and requires its employees and others with access to the information to follow established procedures. Employees and authorized outside parties with access to confidential personal information must strictly observe procedures and protections such as maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information in a confidential and secure manner.

District employees, contractors and agents are instructed to notify the administrator for Student Services immediately if they have reason to believe confidential information has been disclosed to an unauthorized party, whether intentionally or otherwise. The administrator will investigate immediately and take any action necessary to secure the information and issue required legal notices.

The district may discipline, terminate, and/or seek legal recourse against any person who accesses confidential information without authorization, who fails to maintain the confidentiality of confidential information, or violates district policies or procedures regarding the confidentiality of information. The Board may take action against one of its members if he/she violates this policy.

§§ 210.150, .865, 407.1500, RS Mo  
Federal Privacy Act of 1974, 5 U.S.C. § 552a  
E Sign Act of 2000, 15 U.S.C. § 7001

Legal Refs: Fair Credit Reporting Act, 15 U.S.C. § 1681a  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g  
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400-1417  
29 C.F.R. § 1630.14



Book	Policy Manual
Section	Personnel
Title	Staff Conduct
Code	GBCB
Status	Active
Adopted	November 11, 1993
Last Revised	November 12, 2020

Employees are expected to conduct themselves in a manner which reflects positively on the District and is conducive to its efficient operation. Expectations include but are not limited to:

- Reporting to work punctually and leaving no sooner than specified by one's supervisor or a handbook;
- Notifying one's supervisor in a timely fashion when absent from work;
- Complying with safety and health requirements;
- No use of alcohol on District property or while supervising students as a part of one's assignment at any location;
- No use of tobacco products on District property;
- Dressing and grooming appropriately for the occasion;
- Efficient and responsible performance of duties;
- Refraining from offensive or undesirable conduct.

Failure to so conduct oneself may, depending on the circumstances as determined by the District, result in progressive discipline or immediate termination of employment.

Certain conduct is simply prohibited and will subject the individual involved to disciplinary action up to and including termination. The District has the sole and absolute discretion to determine what type of conduct is prohibited.

Examples of prohibited conduct include but are not limited to:

- Use of alcoholic beverages on district property or reporting for work while under the influence of alcoholic beverages;
- Use of profanity or abusive language;
- Possession of firearms or other weapons on district property;
- Insubordination -- the refusal by an employee to follow management's instructions concerning a job-related matter;
- Assault on a fellow employee and/or students;
- Theft or misuse of district property or of another employee's property;
- Gambling on district property;
- Falsifying any district record or report, such as an application for employment, or shipping or receiving records or time sheets.
- Immoral or indecent conduct.
- Possession, sale or use of a controlled substance other than a drug prescribed by a physician.
- Engaging in a sexual relationship with a district student, regardless of the real or perceived consensual, or non-consensual nature of the relationship, the time and location at which the relationship might occur, or the kind of legitimate relationship, if any, which exists between the employee and student in the school setting

In addition to reporting required under Policy GBEBB for drug offense convictions, an employee is required to notify the superintendent in writing of any conviction involving a felony, moral turpitude or alcohol no later than five calendar days



after the conviction.

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.

Staff members are expected to become familiar with district policies, rules and regulations and to abide by them in the conduct of their duties and the requirements of their employment. Any employee who violates any of the rules, regulations and/or procedures of the District during the school year is subject to such discipline, up to and including discharge, as the superintendent in his/her discretion, deems to be appropriate under the circumstances. The Board may, in its sole and absolute discretion, refuse to re-employ a support staff member.

Legal Refs: 115.646, 168.114, .130, 571.030 RSMo.



Book	Policy Manual
Section	Personnel
Title	Drug-Free Workplace
Code	GBEBA
Status	Active
Adopted	November 11, 1993
Last Revised	February 11, 2021

Because employees under the influence of alcohol or controlled substances are a serious risk to themselves, to students and to other employees, the unlawful possession, use, manufacture, dispensation or distribution of illicit drugs and alcohol on school premises or at the site of school activities is prohibited. This prohibition applies to any school approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the District; or during any period of time an employee is supervising students on behalf of the District or is otherwise performing a responsibility related to student activities.

Any employee who violates this policy will be subject to testing and possibly disciplinary action which may include suspension or termination from employment, and referral for prosecution.

When it is evident that a staff member has consumed alcoholic beverages or used controlled substances off school property during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

Employees must abide by the terms of this policy as a condition of employment. An employee convicted for a drug offense which occurred in or on the premises of this District, or while engaged in regular employment must notify the superintendent. Such notification must be made by the employee to the superintendent in writing no later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within ten calendar days after the superintendent receives such notification, if the District receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education.

The District will take appropriate disciplinary action within 30 days.

#### **Provisions Applicable to Drivers**

In addition to the drug testing provisions applicable to all employees, the Ritenour School District, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; participating in the Commercial Driver's License Drug and Alcohol Clearinghouse; and complying with the Missouri Department of Revenue's reporting requirements.

As required by law, no driver shall report for duty within four hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first.

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

The Board encourages employees who have a chemical dependency problem to seek professional assistance. On the basis of medical certification, employees with the illness of chemical dependency qualify for the employee benefits and group insurance coverages provided

by group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency will be preserved in the same manner as other medical records.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District will certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency.

This policy is annually reviewed with employees.

Drug-Free Workplace Act of 1988, 41 U.S.C. Sections 701-707

Legal Refs: Section 287.120, RSMo

Controlled Substances Act 21 U.S.C. Section 812, 21 C.F.R. 1300.11-1308.15.



Book	Policy Manual
Section	Personnel
Title	Communicable Diseases - Employee
Code	GBEC
Status	Active
Adopted	November 11, 1993
Last Revised	July 11, 2013

An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the District determines, based upon medical evidence, that the employee:

- No longer has the disease.
- Is not in the contagious or infectious stage of an acute disease.
- Has a chronic infectious disease that poses little risk of transmission in the school environment if reasonable precautions are taken.

Employees with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality. Only staff members who have reason to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which must be on file in the Human Resources Office and in the office of each school nurse.

All employees will be issued, and will be expected to follow, the most recently issued guidelines of the Centers for Disease Control, including an exposure control plan for applying universal precautions in cleaning up body fluid spills, whether or not an individual with an infected body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for precautions by any staff member will be cause for disciplinary action.

Sections 191.650-.695. RSMo.

Legal Refs: Americans With Disabilities Act (42 U.S.C. 12101 et seq.)  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794  
19 CSR 20-20.010 through 20.20.060 and 20-28.010



Book	Policy Manual
Section	Personnel
Title	Electronic Communication Between Staff and Students
Code	GBH
Status	Active
Adopted	February 9, 2012

Staff members are encouraged to use electronic as well as other modes of communication to interact effectively with students and parents for educational purposes. In all cases, staff members must maintain professional boundaries with students, regardless of whether the communication resources are provided by the district or the staff member uses his/her own personal electronic communication devices, accounts, web pages or other forms of electronic communication. Staff members are expected to maintain a professional level of communications with students and to discourage inappropriate communications from students.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school-day also apply to electronic communications, regardless of when those communications occur.

**Staff members are required to abide by the following practices when communicating electronically with students:**

1. District devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored web pages or social networking sites) should be used when available. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents. Any such website or account is considered district-sponsored and must conform to district policies, regulations and procedures. District forms of communication may be monitored as provided for in Policy EHB.
2. Staff members may use their personal devices to communicate with students if district resources for communication are unavailable or using them is not feasible. In such instances, supervisors have the prerogative of requiring staff members to send communications with students simultaneously to the supervisor. Staff members are required to provide their supervisors with communications with district students upon request. When organizing or facilitating a district-sponsored activity, a staff member is encouraged to consult with his/her supervisor regarding the use of the staff member's personal electronic devices and to inform parents regarding the authorization and use of personal electronic communications.
3. Staff use of any electronic communication is also subject to the district policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students (see JO and JO-R particularly). Staff members who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communication with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

**Reporting Violations and Consequences of Violations**

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 staff member's supervisor or the principal. Staff members who possess knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. Staff members who have reasonable cause to suspect that a child has been or may be subjected to abuse or neglect must make, or cause to be made, a report to Children's Division in accordance with Policy JHG and as provided by law. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy to the district's nondiscrimination compliance officer.

Violation of this policy will result in disciplinary action commensurate with the seriousness of the offense. If illegal discrimination or harassment is suspected, the process in Policy AC will be followed. 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.

162.069, 168.114, 210.115, RSMo.

Ross v. Robb, 662 S.W.2d 257 (1983)

Legal Refs: Title IX of the Education Amendments of 1972, 20 U.S.C. 1681

*Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999)

*Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998)



Book	Policy Manual
Section	Personnel
Title	Professional Staff Short-term Leaves and Absences
Code	GCBDA
Status	Active
Adopted	November 11, 1993
Last Revised	May 13, 2021

The District provides the following leave benefits with pay for its full-time professional employees. Additional leave provisions are covered in policies GBBDA, Family and Medical Leave, and GCBDB, Long-Term Leaves and Absences.

When the term "immediate family" is used in this policy, it is defined as parent, spouse, sibling, children, grandparent, grandchildren, in-law and step relation and, at the discretion of the superintendent, others with whom the employee had a comparable relationship.

#### **Employee and Family Illness, Injury or Incapacity**

Staff members are entitled to 16 days of sick leave per year which become available at the beginning of the employees' work year, after the employee reports for his/her first day of work in the new year. Unused days accumulate from year to year but the accumulated total may not exceed 180 days. Sick leave for staff members scheduled to work half time or more, but less than full time, is prorated in proportion to the amount of time the employee is scheduled to work. The employee must have a regular schedule specified by the district; however, the schedule need not be the same each day. The amount of sick leave available during the first year of employment for new employees who start work after the beginning of their work year is prorated in proportion to the remaining part of that year.

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

1. Illness, injury or incapacity of the employee.
2. Up to seven days per year for illness, injury or incapacity of a member of the immediate family.
3. Pregnancy, childbirth and adoption leave in accordance with this policy and FMLA provisions.

After three consecutive days of absence or a total of eight days of cumulative absence in the same year, the District may require a physician's signed statement confirming illness and the employee's inability to work. A physician may also be asked to certify that an employee is able to return to work. In these cases, the District may also require an employee to be examined by a District physician at District expense.

When an employee's accumulated leave is exhausted, deductions for additional absences will be made at the employee's regular rate of salary.

An employee is not permitted to use paid sick leave while receiving Workers Compensation for time lost to a work-related accident.

An employee's membership in the retirement system is not interrupted while the employee is on sick leave as provided for by district policy, or while covered by workers' compensation. The employee may also receive creditable service credit, not otherwise allowable for such leave, if the employee makes contributions to the system equal to the amount which the employee would have made had he/she been on active service status. In such case the district would also make matching contributions on behalf of the employee. Such service credit can be granted only for the actual time of the sick leave and/or for the duration of workers compensation.

**Childbirth and Adoption Leave** — An employee may use up to 30 days of accumulated sick leave for the birth and care of the employee's child or the adoption and care of a child by the employee. An employee who becomes a mother through the birth of a child is also subject to the provisions of the sick leave policy if additional absence is necessary because of incapacity due to the pregnancy and/or childbirth. Application for childcare leave must be filed with the personnel office at least three months in advance of the birth of the child, or (in the case of an adoption) at the time the employee is approved for adoption privileges. The leave will begin as soon as the child is born or is placed with the adoptive parents. All or any portion of the 30 days sick leave must be used within 45 calendar days of the birth of the child or the child's placement with the adoptive parents.

Eligible employees may take FMLA leave concurrent with, and beyond the period of, paid sick leave for the birth, first-year care, adoption or foster care of a child, subject to the provisions set forth in Policy GBBDA, Family and Medical Leave.

**Personal Leave** — Personal leave is intended to cover absences for obligations which cannot practically be scheduled outside of work time, e.g., graduations, college orientations for parents, weddings, court appearances. Staff members may be granted up to three days of personal leave annually, except as modified by perfect attendance. Personal leave absences are deducted from sick leave. If the personal leave does not fall within the restrictions herein, an appropriate deduction will be made from salary.

Although staff members are not required to provide a specific reason when requesting personal leave, the leave must be approved by the director of personnel. Except in cases of emergency, an application for personal leave must be submitted to the personnel office at least one week in advance of the absence. No more than five percent of the teaching faculty in a given building may be absent for personal leave on the same day unless authorized by the director of personnel.

Unless a special request for personal leave or an emergency is approved by the superintendent, personal leave will not be approved in relation to holidays, orientation and examinations in the following instances:

- A contracted day preceding or following a holiday
- A contracted day(s) preceding or succeeding a contracted work day for the employee which is followed by or preceded by a holiday, if the employee is absent on the day immediately preceding or following the holiday
- A district-wide orientation day, or
- A school-wide examination day in the school to which the applicant is assigned.
- A contracted day preceding or following winter break or spring break.

An "emergency" is defined as an unforeseen circumstance(s), or the resulting consequences thereof, which requires the employee's immediate involvement and necessitates his/her absence. Such cases of emergency must be discussed with the employee's principal in order to determine whether special approval may be granted. A "special request" must identify the reason for the request and be approved by the superintendent.

**Election Leave** — Any employee who is appointed to be an election judge may be absent to perform such duty for the period of time required by the election authority, provided that the employee notifies the District at least seven days prior to the absence. The employee will not be subject to any adverse action by the District as a result of serving as an election judge.

**Jury and Witness Leave** — Staff members called to serve on jury duty, or as a witness, should notify their principals immediately. If service would result in undue disruption to the instructional program or effective functioning of the total school program, the superintendent may intervene to have the person excused from jury duty. If the person is absent for jury duty, he/she will be paid regular pay in addition to jury duty pay and will not be charged with sick or personal leave; however, paid leave in excess of fifteen days is subject to approval by the superintendent on a case-by-case basis.

Similarly, an employee subpoenaed to appear as a witness in court will not be charged with leave nor required to take vacation.

**Bereavement Leave** — Staff are allowed five days absence with pay in case of death of an immediate family member. No deduction from sick leave will be made for these five days.

Additional time may be granted at the discretion of the superintendent; however, additional time will be deducted from sick leave or an appropriate salary deduction will be made.

**Perfect Attendance** — Staff members with perfect attendance during a school year are granted five additional days of accumulated sick leave. If a staff member has already accumulated 180 days, one day of personal leave is added to the



total of three available for the year following the year of perfect attendance. For purposes of this policy, absences charged to bereavement, jury duty, religious leave or school business are not counted against perfect attendance.

Sections 41.1000, 105, 270.271, 115.102, 115.639, 168.122, 169.595, 320.200, .330-.339, 494.460, 595.209, RSMo.

Title VII of the Civil Rights Act of 1964 as Amended by the Pregnancy Discrimination Act, 42

U.S.C. 2000e(k)

Fair Labor Standards Act, 29 U.S.C. §§201-219

29 C.F.R. 1604.10

Family and Medical Leave Act of 1993 (29 U.S.C. §§ 2611-2619)

*Aubuchon v. Gasconade County R-1 School Dist.*, 541 S.W.2d 322 (Mo. App. 1976)

*Stewart v. Bd. of Ed. of Ritenour*, 574 S.W.2d 471 (Mo. App.1978)

*Willis v. School Dist. of Kansas City*, 606-S.W.2d 189 (Mo. App. 1980)

Legal  
Refs:



Book	Policy Manual
Section	Personnel
Title	Support Staff Short-Term Leaves and Absences
Code	GDBDA
Status	Active
Adopted	March 14, 2002
Last Revised	May 13, 2021

The District provides the following paid leave benefits. This policy does not govern unpaid leave under the District's Family and Medical Leave Act Policy, GBBDA. In the event of conflict between this policy and the FMLA policy, the FMLA policy shall govern.

When the term "immediate family" is used in this policy, it is defined as spouse, parent, sibling, child, grandparent, grandchild, in-law and step relation and, at the discretion of the superintendent, others with whom the employee had a comparable relationship.

#### **Paid Sick Leave**

Support staff members who regularly work 20 or more hours per week, 12 months a year, are entitled to a maximum of 16 days of paid sick leave per year which becomes available annually on July 1. Employees (excluding bus drivers) who regularly work 20 or more hours per week, less than 12 months per year, are entitled to a maximum of 15 days per year. Available sick leave for these part-time employees (excluding bus drivers) accrues at the rate of 1.5 days per month from the date of their employment. Bus drivers are entitled to a maximum of 10 days per year. Available sick leave for bus drivers accrues at the rate of 1 day per month from the date of their employment. For employees who work less than six hours per day, a day of sick leave consists of the scheduled workday on which the employee is absent. The amount of sick leave available during the first year of employment for new employees who start work after the beginning of their work year is prorated in proportion to the remaining part of that year. The number of days of sick leave provided does not establish or indicate acceptable standards for support staff attendance.

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

1. Illness, injury or incapacity of the employee,
2. Up to seven days per year for illness, injury or incapacity of a member of the immediate family or, with approval of the superintendent, other relatives/persons,
3. Pregnancy, childbirth and adoption leave in accordance with this policy and FMLA provisions.

Unused days accrue from year to year but the accumulated total may not exceed 180 days.

After three days of absence since the beginning of the fiscal year, or a total of eight days of cumulative absence within the past calendar year, the District may require a physician's signed statement confirming illness and stating the employee's inability to work. A physician may also be asked to certify that an employee is either able to return to work, or to provide a prognosis for the employee's probable recovery and the approximate time at which the employee is likely to be able to return to work. In these cases the District may require an employee to be examined by a district physician at district expense to determine whether leave with pay is granted.

Pay is deducted from salary at the regular rate of salary prorated on a daily basis after accumulated leave is exhausted.

An employee is not permitted to use paid sick leave while receiving Workers Compensation for time lost to a work related accident.

All unused paid sick leave is accumulated on an annual basis as sick leave only. Unused leave does not accrue a cash value.

### **Childbirth and Adoption Leave**

An employee may use up to 30 days of accumulated sick leave for the birth and care of the employee's child or the adoption and care of a child by the employee. An employee who becomes a mother through the birth of a child is also subject to the provisions of the sick leave policy if additional absence is necessary because of incapacity due to the pregnancy and/or childbirth. Application for child care leave must be filed with personnel office at least three months in advance of the birth of the child, or (in the case of an adoption) at the time the employee is approved for adoption privileges. The leave will begin as soon as the child is born or is placed with the adoptive parents. All or any portion of the 30 days sick leave must be used within 45 calendar days of the birth of the child or the child's placement with the adoptive parents.

Eligible employees may take FMLA leave concurrent with, and beyond the period of, paid sick leave for the birth, first-year care, adoption or foster care of a child, subject to the provisions set forth in Policy GCBDBA, Professional Staff Family and Medical Leave.

### **Personal Leave**

Personal leave is intended to cover absences for obligations which cannot practically be scheduled outside of work time, e.g., court appearances, weddings, graduations. Staff members may be granted up to three days of personal leave annually. Personal leave absences are deducted from sick leave.

Staff members are not required to provide a specific reason when requesting personal leave; however, the leave must be approved by the employee's supervisor. Except in cases of emergency, an application for personal leave must be submitted to the personnel office at least one week in advance of the absence.

No more than five percent of the classification group of employees in a given building may be absent for personal leave on the same day unless authorized by the director of personnel.

Personal leave will not be approved for a work day preceding or following a holiday, except for an emergency, or special request approved by the superintendent. In order to be paid for a holiday, an employee must be paid for both the work day preceding and the work day following a holiday. Employees would be paid by using available sick, personal, family illness, bereavement or vacation days. If an absence on a work day either preceding or following a holiday is unpaid, then the employee shall not be paid for the holiday.

An "emergency" is defined as an unforeseen circumstance(s), or the resulting consequences thereof, which requires the employee's immediate involvement and necessitates his/her absence. Such cases of emergency must be discussed with the employee's supervisor in order to determine whether special approval may be granted. A "special request" must identify the reason for the request and be approved by the superintendent.

### **Jury Duty and Witness Leave**

Employees called to serve on jury duty should notify their supervisor immediately. The employees will be paid regular pay in addition to jury duty pay and will not be charged with sick or personal leave. Employees subpoenaed to appear as a witness in court will also not be charged with leave nor required to take vacation.

### **Election Leave**

Any employee who is appointed to be an election judge may be absent to perform such duty for the period of time required by the election authority, provided that the employee notifies the District at least seven days prior to the absence. The employee will not be subject to any adverse action by the District as a result of serving as an election judge.

### **Leave to Vote**

Employees who do not have three successive hours free from work while the polls are open are entitled to the amount of leave which would provide them three successive hours for the purpose of voting. Requests for such leave must be made prior to election day. The employees' supervisors may designate when during the work day the leave should be taken.

### **Bereavement Leave**

Staff are allowed five days absence with pay in case of death of an immediate family member. No deduction from sick leave will be made for these five days.

Additional time may be granted at the discretion of the superintendent; however, additional time will be deducted from sick leave or an appropriate salary deduction will be made.

## Legal Refs:

Sections 41.1000, 105. 270-271, 105.271, 115.102, 115.639, 168.122, 169.595, 320.200, .330-.339, 494.460, 595, .209, RSMo.  
Fair Labor Standards Act, 29 U.S.C. Sections 201-219  
Title VII, Civil Rights Act of 1964 as Amended by the Pregnancy Discrimination Act, 42 U.S.C. 2000e (k)  
29 C.F.R. 1604.10  
Family and Medical Leave Act of 1993 (29 U.S.C Sections 2611-2619)  
Aubuchon v. Gasconade County R-I School Dist., 541 S.W.2d 322 (Mo.App. 1976)  
Stewart v. Bd. of Ed. of Ritenour, 574 S.W.2d 471 (Mo.App.1978)  
Willis v. School Dist of Kansas City, 606-S.W.2d 189 (Mo.App.1980)

## Cross Ref:

GBBE-Vacations and Holidays



Book	Policy Manual
Section	Students
Title	Corporal Punishment, Physical Restraint, Seclusion and Isolation
Code	JGA
Status	Active
Adopted	November 11, 1993
Last Revised	December 8, 2011

### **Definitions**

**Confinement** -- Preventing a student from leaving an enclosed space.

**Corporal Punishment** -- The use of physical force as a method of correcting student behavior.

**Emergency Situation** -- Circumstances in which a student's behavior poses a serious threat of imminent physical harm to self, others, or the destruction of property.

**Isolation** -- Confinement of a student alone in an enclosed space without locking hardware for reasons other than those in which supervised in-school suspension, detention or time-out are used as disciplinary consequences.

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

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

**Seclusion** -- Confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

**Time-out** -- Brief removal from ongoing educational activities that does not meet the definition of, and is a lesser response than, seclusion or isolation. The purpose of time-out is to separate the student from attention of staff and other students.

### **Corporal Punishment**

District employees and volunteers are prohibited from administering corporal punishment to students attending the Ritenour schools, and from causing such punishment to be administered.

### **Physical Restraint**

In the cases below, staff members are permitted to use the amount of restraint deemed reasonably necessary to:

1. Prevent a student from hurting himself/herself,
2. Protect other students from injury,
3. Protect the teacher's own well-being,
4. Prevent destruction of school or personal property.

**Isolation**

Isolation of a student is authorized only:

1. In an emergency situation, or
2. When less restrictive measures have not effectively deescalated a difficult situation, or
3. With parental approval as specified in a student's IEP, a Section 504 plan, or other agreed-upon plan to address a student's behavior.

A student in isolation must be monitored by district staff in face-to-face proximity of the student unless the safety of persons involved is significantly compromised, in which case technology supported monitoring maybe used. The age of the student and the circumstances should dictate the length of the isolation, which should not exceed approximately 40 minutes in any case, without a reassessment of the situation and consultation with a parent and/or administrative staff member, or unless provided for in an IEP, Section 504 plan, or other previous agreement with parents to address the child's behavior.

**Seclusion**

Seclusion of a student is authorized only in an emergency situation while awaiting the arrival of law enforcement personnel.

**Notice to Parent**

Except as otherwise specified in a student's IEP or Section 504 plan, the parent of the student will be notified of the incident as soon as practical, but no later than the end of the day during which the incident occurred, if possible. Within five school-days of the incident, the parent should receive a written report which includes:

1. Date, time of day, location, duration and description of the incident and interventions used,
2. Event(s) that led up to the incident, and
3. Nature and extent of any injury to the student.

**Follow-up and Documentation**

Within two days following any emergency situation in which a staff member uses physical restraint, isolation or seclusion, he/she must prepare a written report which includes:

1. Date of incident,
2. Name and age of the student involved,
3. Names of staff members involved,
4. Description of the circumstances which led to the action taken by the staff member,
5. Description of the nature of the action taken,
6. Any significant consequences of the action,
7. If injuries occurred, a description of the injuries and who suffered them,
8. Whether student was disciplined,
9. Whether student has an IEP or Section 504 plan, and
10. When and how parents were notified.

If needed, a follow-up meeting of staff members involved and the principal will also be held. A written report of the incident is to be kept on file by the building principal and a copy forwarded to the administrator for Student Services.

Legal Refs: Sections 160.261, 171.011, 563.061, RSMo.



Book	Policy Manual
Section	Students
Title	Student Allergies-Avoidance, Prevention and Response
Code	JHCF
Status	Active
Adopted	June 9, 2011
Last Revised	January 9, 2017

The purpose of this policy, together with its implementing regulation and procedures, is to establish and follow practices which maximize the chances of maintaining a safe school environment for students with life-threatening allergies, particularly those related to food. In order to implement this policy and achieve its purpose, the district will seek to reduce the chance of exposure to allergens, establish guidelines for prevention and response protocols, increase staff awareness and training, increase understanding of student allergies in the school and community, and conduct age-appropriate student education.

### **Identification**

Schools will attempt to identify students with allergies, particularly those which may be life-threatening, at the time of enrollment and otherwise encourage students and/or parents to inform the school when they may require special consideration, to describe the nature of the allergy, and to provide information for responding to the allergy.

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), Emergency Action Plan (EAP), or a 504 Plan, may be developed for students with allergies that do not rise to the level of a disability. Staff members are required to follow any 504 Plan or IHP/EAP for students under their supervision.

### **Prevention**

The food service director is required to compile a list of ingredients for all foods served as part of the district's nutrition program, including food provided during the school-day and in before- and after-school programs. This list is available upon request. Processed foods served by the district, including foods sold to students from vending machines, must be labeled with a complete list of ingredients. Pre-packaged items used in concessions, fund-raisers and classroom activities must include a list of ingredients on the package, or a list of ingredients must be available at the location where the package is sold or provided.

Staff members should not use air fresheners, oils, candles or other items which add fragrance in school settings unless they have administrative approval to do so. Staff members are also advised to use only cleaning materials, disinfectants, pesticides or other chemicals provided by the district.

### **Education and Training**

Staff members will be regularly trained on the causes and symptoms of, and responses to, life-threatening allergic reactions. Grade-Level Expectations (GLEs) for health education will include age-appropriate education in allergies and allergic reactions. The content will include potential causes of allergies, information on avoiding allergens, signs and symptoms of allergic reactions, and simple steps students can take to keep classmates safe.

### **Response**

Recommended responses to allergic reactions are set forth in JHCF-R, established school procedures, and in students' IHP/EAP and 504 Plans. Although the Ritenour schools attempt to maintain a stock supply of epinephrine pre-measured auto-injection devices, these devices are not sent on field trips or to athletic events so parents of students with life-

threatening allergies are encouraged to supply the school with devices to be administered in accordance with established medical and district practices and procedures, and the specific needs of the student.

**Confidentiality**

Information about individual students with allergies will be provided to all staff members and others who share responsibility for providing a safe environment for the students. Such information will be released to persons other than staff only to the extent authorized by the parent or as otherwise permitted by law, including the Family Educational Rights and Privacy ACT (FERPA).

§ 167.208, RSMo

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400-1417, 34 C.F.R. Part 300

Legal Refs: The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794, 34 C.F.R. Part 104

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213

P.L. 79-396, National School Lunch Act, as amended, and accompanying regulations

P.L. 89-642, Child Nutrition Act of 1966, as amended, and accompanying regulations





Book	Policy Manual
Section	Students
Title	Student Records
Code	JO
Status	Active
Adopted	November 11, 1993
Last Revised	September 13, 2018

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardians or the student, in accordance with law, and yet be treated as confidential information.

The Board of Education shall, upon the recommendation of the superintendent, adopt a plan whereby all pertinent student information shall be recorded and adequately safeguarded.

It is the responsibility of the superintendent to provide for the proper administration of student records in keeping with the state law and federal requirements, and to standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, insuring the maintenance and security of the records in his/her building, and formulating a plan for recording the school activities of all students.

A parent, including a non-custodial parent, has the right to inspect and receive copies of his/her child's records as allowed by law.

### **Definitions**

**Eligible Student** — A student or former student who has reached age 18 or is attending a post-secondary 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/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**

Because student health information is particularly sensitive and protected by state and federal laws, it must be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information will be protected regardless of whether it is received orally, in writing or electronically.

Information received by the District regarding a student from the juvenile divisions of the circuit courts and the state Departments of Social Services, Mental Health, Elementary and Secondary Education and Health will be kept strictly confidential. The District will be subject to the same confidentiality requirements as are imposed on the departments that originally collected the information.

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. The District may also disclose education records to the Children's Division

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

The District will disclose the names, addresses and telephone numbers of students to military recruiters or institutions of higher education. However, if a parent, or a 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 students who are at least 18, that they may opt out of these disclosures.

Law enforcement authorities are required by law to notify the superintendent in writing when a petition is filed in juvenile court alleging that a student has committed one of the crimes listed in 167.115, RSMo. Further, the juvenile office or the prosecuting attorney will send the superintendent a second written notification providing the disposition of the case. The District will retain these notifications and, upon the transfer of the student, the District will forward the notifications to the superintendent of the new school district in which the student has enrolled. Juvenile officers or the Children's Division are also required to notify the superintendent in writing in some instances when a currently enrolled student or a student seeking enrollment has been taken into judicial custody. The information will not be part of the student's permanent record.

### **Destruction of Student Records**

Student permanent records will be microfilmed periodically. When this has been completed and the microfilms have been checked, the hard copy of the student record will be destroyed. Student records, which have been recopied onto new record forms, will also be destroyed after appropriate monitoring to determine that the new record is complete and accurate.

Legal Refs: Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99; §§167.020, .022, .115, .122, .123, .210.115, .865, 452.375, .376, 610.010 - .028, RSMo.  
Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213  
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h  
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400-1487  
The Elementary and Secondary Education Act of 1965, 20 U.S.C. § 7908  
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794



Book	Policy Manual
Section	Personnel
Title	Tuition Reimbursement
Code	GCLB
Status	Active
Adopted	November 11, 1993
Last Revised	May 13, 2021

The Board encourages staff members to engage in ongoing study and training in order to enhance the quality of the educational program and to increase the proficiency of employees.

The District, therefore, offers two tiers of tuition reimbursement for approved courses. Tier One reimbursement for professional staff applies to courses completed toward a graduate degree, as documented by the employee's university program progression sheet, or Missouri State certification requirements as specified by a State certification evaluation form. For support staff, reimbursement applies to courses completed toward a degree or certificate relevant to their position or a position available in the district, supported by the employee's university or technical training school program progression sheet. A maximum of nine semester hours per school year is reimbursable. The reimbursement rate is \$300 per semester hour.

Tier Two reimbursement for professional staff applies toward university level course work within an individual's assigned core curriculum area or courses prescribed in an individual's professional improvement plan(PIP). For support staff, Tier Two reimbursement applies to university or technical training school courses related to one's position and/or district programs or courses prescribed in one's evaluation. A maximum of six semester hours per school year is reimbursable. The reimbursement rate is \$210 per semester hour.

A tuition reimbursement school year is defined as Summer, Fall and Spring terms.

Reimbursement for tuition is subject to the following additional criteria and provisions:

- Prior approval by the appropriate administrator.
- Earning a grade of A or B or other indication of successful completion of study.
- Reimbursement not to exceed costs actually incurred per credit hour and not otherwise reimbursed.
- No reimbursement for incidental costs, such as textbooks, supplies and parking.
- Subtraction of available state or other tuition reimbursement funds from the amount otherwise due from the District.
- Reimbursement for a maximum of six semester hours or equivalent per fall and spring terms of study. Persons eligible for Tier One reimbursement may take nine semester hours during a summer.
- Submission of an official transcript or equivalent record and tuition receipt to Human Resources within 45 days of completing the class by the prescribed deadlines for application for reimbursement.
- Active full time employment by the Ritenour District at the time of study (no reimbursement for study while on leave of absence).



**Equity in Ritenour means:**

- A commitment to building positive, purposeful relationships with every student and every family so that barriers to learning at high levels are removed. Diversity among Ritenour families and staff is valued, sought, and embraced. Student backgrounds (racial, ethnic, religious, gender, class, traumatic experiences) do not limit teacher expectations on student outcomes. Resources are allocated so that every student gets what they need.

**We will:**

- **Treat EVERYONE (parents, students, staff, families, students, with special needs, guests, etc.) with dignity and respect by valuing individual perspectives and cultural diversity.**
  - We will prioritize our interactions with every parent, student, guest, and colleague.
    - Provide a welcoming environment and immediate greeting whenever stakeholders (students, staff, parents, etc.) enter our spaces (offices, classrooms, etc.).
  - Students will see themselves/their culture represented throughout the building/district.
    - Curriculum, discussion, visuals, etc. provide opportunities for students to see their culture valued, integrated, and represented (mirror) and the cultures of others valued, integrated, and represented (window).
  - Teachers will embed cultural competency, cultural responsiveness, and trauma-informed practices into their teaching and interactions with students
    - Cultural competency requires thorough understanding of other cultures, understanding how cultures intersect and interact, valuing all cultures, and the flexibility to include and integrate those cultures into our classrooms and larger school community.
    - Cultural responsiveness requires teachers to know and understand the many facets of culture our students bring to the classroom and to leverage those elements of culture to meet the academic and social needs of our students.
    - Trauma-informed practices require our staff to provide safe and supportive spaces for both students and staff to learn and work by

implementing practices that do not cause further harm and help all stakeholders thrive.

- Work toward building an anti-biased, anti-racist system that promotes academic and civic excellence.
  - Provide specific anti-biased anti-racist (ABAR) learning opportunities for staff, students, families, and our community

**We will create an anti-biased, anti-racist system by doing the following to interrupt the cycle of oppression:**

- **Encourage the Ritenour community to speak up, ask questions, learn more, build bridges.**
  - Educate all stakeholders
- **Provide a restorative approach to discipline that educates students to make appropriate choices.**
  - Provide more student voice/influence on discipline policy recommendations Reduce exclusionary discipline practices
  - Remove cultural factors from discipline referrals
  - Invest and engage students in their learning by supporting student and teacher efficacy.
- **Define success by what our families value rather than solely by the success criteria of our state governing body--“Play our own game.”**
- **Continue to have courageous conversations as we progress toward an equitable and just system.**
- **Advocate for policy changes at the local, state and federal level in order to stop the systemic oppression of children and families based on race, gender, religion, ability, age, income, and zip code.**

**AS A GOVERNING BODY (Board Member Commitments):**

**We will:**

- **Communicate and interact with one another to promote and build trust.**
- **Engage in self and group learning about race, equity, and ABAR strategies.**
- **Clearly state the value of equitable schools.**
  - We will annually review, reflect on, and commit to an equity statement, inclusive practices, and policies that reflect our commitment to equity in our schools and the families we represent and serve.

All Ritenour staff are responsible for adhering to all Board policies.