

Wright City School District

Dedicated to our students' success



Employee Handbook 2025-2026

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Posters/Notices Required by the State of Missouri

- Notice to Victims of Domestic and Sexual Violence Leave Time Allowed (LS-112)
- Notice to Workers Concerning Unemployment Benefits (MODES-B-2)
- Workers' Compensation Law (WC-106)
- Discrimination in Employment (MCHR-9)
- Missouri Minimum Wage Law - 2022 (LS-52)
- Discrimination in Public Accommodations (MCHR-7)

Posters Required by the Federal Law

- Employee Polygraph Protection Act (WHD 1462)
- Employee Rights Under NLRA
- Equal Employment Opportunity is the Law (EEOC-P/E-1)
- EEO is the Law Poster Supplement
- Fair Labor Standards Act: Minimum Wage (WHD 1088)
- Family and Medical Leave Act (WHD 1420)
- Job Safety and Health: It's the Law Poster (OSHA 3165-12-06R)
- Uniformed Services Employment and Reemployment Rights Act

Introduction

Welcome! We are headed toward a tremendous year at Wright City School District with challenges, opportunities, and success. To work toward common understanding and focused commitment toward student achievement and student success, the District has created this Employee Handbook. This handbook is designed to assist in answering questions or provide direction toward the right department or persons who might be able to assist with those questions.

The Board of Education policies and procedures are what guide and direct the entire educational program at Wright City Schools. We have, therefore, included some portions of policies and procedures which address specific guidelines of the District. Please note that this listing is far from all-inclusive, and employees of the District are responsible for knowing about and reviewing all Board of Education policies that impact their employment and performance in their entirety. The policies that are included in this handbook are summarized. The full Board policy manual is available to view on our District website at wrightcity.k12.mo.us. Please ask your supervisor or anyone at Central Office if you have questions about the policies and practices of the District.

The handbook should not be considered as a contract or a substitute for reviewing and understanding the official District policy manual. The information contained in the handbook does not impact the professional status of either contracted or at-will employees in any way. None of the statements, policies, procedures, rules, best practices, or regulations contained herein constitute a guarantee of any rights or benefits or a contract of employment, expressed or implied. This handbook is subject to administrative policies and procedures and state, federal, and local law, and it is not intended and should not be construed to create rights that exceed or modify terms and conditions as set forth in or mandated by these other sources. Rather it is a guide to and a brief explanation of commonly referenced District policies and procedures. The provisions set forth in this handbook and any related policies, procedures, work rules, or best practices may be altered, modified, changed, or eliminated at any time by the District without notice. These subsequent changes will supersede any handbook provisions that are not compatible. In the event there is a conflict between this handbook and Board of Education policy and/or regulations, Board of Education policy and/or regulations shall prevail.

This handbook is periodically updated. The most recent version can be found on the Wright City website at www.wrightcity.k12.mo.us.

Wright City R-II Board of Education

Board of Education

Austin Jones	President
Erin Williams	Vice President
David Mikus	Secretary
Mary Groeper	Treasurer
Heidi Box	Member

Kyle Lewis	Member
Beth Dean	Member

Board of Education Meetings

*The regularly scheduled meetings of the Board of Education are generally held on the third Tuesday of each month (meeting dates are subject to change). Typically, the meetings begin at 6:00 pm and are held at Wright City Central Office, 90 Bell Rd, Wright City, Missouri 63390. Below is a listing of all the upcoming meeting dates.

July 17, 2025	November 18, 2025	March 17, 2026
August 19, 2025	December 16, 2025	April 21, 2026
September 16, 2025	January 27, 2026	May 19, 2026
October 21, 2025	February 17, 2026	June 9, 2026
		June 30, 2026

District Administration

Dr. Amy Salvo	Superintendent
Mr. Matthew Abernathy	Assistant Superintendent
Dr. Holly Broadway-Yates	Assistant Superintendent
Mrs. Kelly Brooks	Director of Special Education
Mr. Brian Cohoon	Facilities Director
Dr. Brian Duffie	ESOL, Assessment & Data Coordinator
Mrs. Veronica Klaus	Finance Director
Mr. Glen Oberle	Food Service Director
Ms. Andrea Schremp	Technology Director

Building Administration

Kelly Brooks	Principal	Early Childhood
Dawn Hickman	Principal	East Elementary School
Katerine Marchetto	Assistant Principal	East Elementary School
Sara Meadows	Principal	West Elementary School
Erin Hammel	Assistant Principal	West Elementary School
Taylor Backues	Principal	Wright City Middle School
Ryan Heyel	Assistant Principal	Wright City Middle School
Jason Theodorakos	Principal	Wright City High School
Devin Raney	Assistant Principal	Wright City High School
Justin Rodgers	Activities Director	Wright City High School



WRIGHT CITY R-II SCHOOL DISTRICT 2025-2026 ACADEMIC CALENDAR

LEGEND: [Beginning of School/Semester] End of School/Semester
 ■ Holiday - District Closed ■ No Student Attendance ■ Half Day Student Attendance

AUGUST 2025

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

7-8: New Teachers
 11-14: Staff Development
 18: Students Begin (full day)

JANUARY 2026

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2: NO SCHOOL- Winter Break
 5: NO SCHOOL- Staff Development
 6: 2nd Semester Begins
 19: NO SCHOOL- MLK Day
possible makeup day

SEPTEMBER 2025

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

1: NO SCHOOL- Labor Day
 19: Staff Workday
 22: NO SCHOOL: Staff Development
 29: PTC for East and MS 4-7 pm
 30: PTC for West and EC 4-7 pm

FEBRUARY 2026

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

9-12 Parent Teacher Conferences
 13: NO SCHOOL- Staff Development
 16: NO SCHOOL- Presidents Day
possible makeup day
 27: Staff Workday

OCTOBER 2025

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1: PTC for HS 4-7 pm
 2: Early Release
 3: NO SCHOOL
 24: End of 1st Quarter
 31: NO SCHOOL

MARCH 2026

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

13: End of 3rd Quarter
 23-27: NO SCHOOL- Spring Break

NOVEMBER 2025

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3: NO SCHOOL- Staff Development
 26-28: NO SCHOOL- Thanksgiving

APRIL 2026

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

3-6: NO SCHOOL- Easter Break
possible makeup day April 3

DECEMBER 2025

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

19: 1st Semester Ends
 22-31: NO SCHOOL- Winter Break

MAY 2026

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

23: Last Day of Semester/Year
if no additional snow days (half day)

MAKE-UP/INCLEMENT WEATHER DAYS:

1-2: Traditional snow days may be made up on January 19, February 16 or April 3, depending on if there are at least 10 school days before the makeup day.

3-7: 5 days of AMI (Alternative Methods of Instruction)

Any additional days will be added to the end of the school year if needed.

District Information

School District Legal Status

See [Policy AA](#)

This school District is governed by a seven-director School Board. The official name of the school District shall be Wright City R-II School District of Warren County.

Mission

The mission of the Wright City R-II School District is to be *Dedicated to our students' success.*

Vision

The Wright City R-II School District will be a Professional Learning Community that promotes high expectations of student achievement as assessed by Annual Performance Report (APR) and by consistently improving stakeholder involvement.

District Strategic Plan

The District has a Board-approved [Strategic Plan](#) guided by the mission statement and based on the District's fundamental beliefs about teaching and learning. This plan is aligned with State standards and serves as the District's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to raise student achievement.

The District Strategic Plan was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in sufficient detail to direct the improvement efforts of the District for at least a five-year period. The District Strategic Plan is evaluated and updated as necessary.

Student Instruction Times

Wright City High School	7:17 am - 2:28 pm	8:35 am
Wright City Middle School	7:04 am - 2:15 pm	8:19 am
West Elementary School	8:14 am - 3:20 pm	9:29 am
East Elementary School	8:33 am - 3:40 pm	9:48 am
Wright City ECSE (am)	8:20 am – 11:20 am	
Wright City ECSE (pm)	12:00 pm – 3:00 pm	
MOQPK	8:45 am – 3:30 pm	

Late Start Mondays Start Time

Employee work hours will be directed by the employee's supervisor.

General Employment Information

Equal Employment Opportunity and Notice of Non Discrimination

See [Policy AC and ACA](#)

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

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment and all professional organizations that have entered into agreements with Wright City R-II School District ("School District") are hereby notified that the School District does not discriminate on any illegal basis as set forth above in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), the Boy Scouts of America Equal Access Act, state law or the food and nutrition program for which the School District receives federal funds is directed to the respective Compliance Coordinators listed below, who oversee the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Human Resources Specialist, Assistant Superintendent of Teaching and Learning, or
Assistant Superintendent of Operations
90 Bell Road
Wright City, MO 63390-0198
Phone: 636-745-7200; Fax: 636-745-7200
Email: compliance@wrightcity.k12.mo.us

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinators will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, at One Petticote Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106 or 816-268-0550.

For a complete copy of the District's Non-Discrimination policies employees should see Board of Education Policies AC and ACA on the District website. Partial copies of these policies are also included in the Professional Responsibilities section of this Handbook.

Request for Disability-Related Accommodations

See [Policy GBE](#)

In compliance with the Americans with Disabilities Act and Missouri law, the District does not discriminate in employment on the basis of disability. Employees who believe that they may need an accommodation(s) in employment due to a disability should contact the Human Resources Specialist.

Job Vacancy Announcements

See [Policies GCD-1, GDC-1, GCA & GDA](#)

Generally, new or vacant positions will be posted for at least five business days on the District website and publicized externally by other means as determined appropriate by the superintendent or designee. If the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the vacancy. A position is not considered vacant if the superintendent or designee transfers or reassigns an existing employee to the position. Board approval is required when a transfer or reassignment results in a change to the employee's compensation, benefits or contract.

Any current, qualified employee meeting the stated requirements who wants to be considered for a vacant position must apply for new or vacant positions with an online application.

Pre-Employment Background and Reference Checks

See [Policies GCD-1, GDC-1, GBEC](#)

The superintendent/designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy and will check references in accordance with law and policy GBLB. The background check will include a check of the Family Care Safety Registry, a criminal history check, and all other checks required by law. Additionally, the background check may include verification of any information on the applicant's job application or accompanying documents. All offers of employment are contingent upon a satisfactory background and reference check.

Hiring

See [Policy GCD-1](#)

The District's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. The District is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Wright City School District will enroll and actively participate in a federal work authorization program in accordance with law.

A majority of the Board must vote to employ any person or enter into an employment contract.

Employment After Retirement

See *Policy GBAC*

A "retiree" is defined as a person who is receiving retirement benefits from the Missouri Public School Retirement System, the Public Education Employee Retirement System, the Kansas City Public School Retirement System or the Public School Retirement System of the City of St. Louis.

The Wright City R-II School District encourages the superintendent or designee to consider past public school experience when making staffing decisions. When the District will benefit, the District may employ a retiree or contract with a retiree as an independent contractor. The District may also utilize the services of a retiree employed by a third party including, but not limited to, a staffing agency. The District will not create a position solely to benefit a retiree, but the District encourages retirees to apply for positions with the District.

However, given the strict regulation of retirees, the District will staff with a retiree only in situations where the applicable retirement laws will not be violated and the retiree's retirement benefits will not be jeopardized. To avoid compromising a retiree's benefits, the District will not reach a written or unwritten agreement for future employment with a person who has retired or is going to retire until the person has received his or her first retirement benefit payment.

Certification and Licensure

See *Policy GCD-1*

All certified employees and professional staff are responsible for obtaining and maintaining appropriate certification or licensure in accordance with the laws and requirements of the State of Missouri and/or the job description for the position. Certified employees to the extent required, must possess a valid Missouri certificate in their subject area and grade level at all times in order to be in compliance with the terms and conditions of employment set forth in their contract.

All certified and professional staff members whose position requires certification or licensure are required to provide proof of proper certification or licensure upon request to the Human Resources Department or Business Office within ten (10) business days. Should an employee be notified by the applicable Board/Department that there is an issue that may impact the issuance, renewal or upgrade of the employee's certificate or licensure, the employee must notify the Human Resources Department within three (3) business days. Failure to do so may result in discipline up to and including termination.

Should a certified or professional employee fail to obtain or maintain a required certification or license the employee's contract may become null and void and/or the employee's pay may be reduced.

Any non-certified employee that will be applying for their teaching certificate during the school year should notify Central Office as soon as possible, since acquiring certification will change the employee's retirement classification.

Required Employee Training

Upon initial employment and annually thereafter, all employees are required to complete the online employee training by the assigned due date. Please contact the Central Office if you have additional questions.

Staff Development

See [Policy GCL, GCL-AP\(1\), and GDL](#)

The District commits to offering high-quality professional development to all employees. The professional staff development program will be aligned with the current District Comprehensive School Improvement Plan (CSIP) and based on available student achievement data and the results of needs assessment at the school and District level.

Employees may be granted leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities in accordance with the District's leave policy.

Employees who wish to attend professional development offered outside of the District must obtain permission from the Central Office in advance by filling out the designated form and must appropriately enter their absence as set forth in this Handbook.

Professional staff members must document their professional development hours annually on the form provided by the District. Questions regarding professional development may be directed to the Professional Development Committee.

Assignments and Transfers

See [Policies GCI & GDI](#)

Although an employee's expressed assignment preference is taken into consideration, the ultimate decision as to staff assignments must be based on the District's needs. Staff members may be reassigned at any time, including during the school year.

Staff may request a transfer to a different position or building by submitting an online application for the position desired. Staff is expected to discuss the transfer request with the employee's immediate supervisor prior to applying for the transfer. The District will grant employee transfer requests only when they are in the best interest of the District.

Transfer requests for the following school year must be submitted on or before June 1. Transfers during the school year are discouraged and will be considered only in extraordinary circumstances. Board approval is required for the reassignment or transfer of a professional staff member that results in a change to the employee's compensation, benefits or contract.

Probation and Tenure

See [Policy GCG](#)

Missouri law allows teachers to earn tenure in a public school district after they have met the requirements set forth in the law. Generally, this will require at least five consecutive years of employment in the District as a full time certified teacher unless an exception applies. Those teachers who have not yet earned tenure will be considered probationary. Unless an employee is a "Teacher" as defined by the Missouri Teacher Tenure Act the employee is not eligible to earn tenure in the District.

Job Descriptions

See [Policies GCA & GDA](#)

Every position in the District has a job description available in the District Central Office. It is each employee's responsibility to be familiar with the job description for their position and the duties and requirements of the position. Any question regarding the duties and requirements of an employee's position may be directed to the employee's supervisor or Human Resources.

Personnel Records

See [Policy GBL and GBL-AP\(1\)](#)

Personnel records will include, but are not limited to: documentation of necessary certifications and licenses; compensation records; documentation of benefits received or offered and overtime or compensatory time earned; performance evaluations; records of disciplinary actions; and other records the District determines are necessary to effectively manage the employment relationship and verify compliance with relevant state and federal laws. Personnel records will be retained in accordance with the Missouri Secretary of State's applicable retention manuals.

Employees may access their employment contract or letter of assignment/intent through TalentEd Records. Employees may request copies of evaluations and compensation or benefits records by contacting Human Resources or the Business Department.

Staff Conflict of Interest

See [Policy GBCA](#)

All employees of the Wright City R-II School District shall adhere to the laws regarding conflict of interest in hiring and all other actions and avoid situations where their decisions or actions in their employment capacities violate the provisions of Policy GBCA or conflict with the mission of the District.

Nepotism, Employment of Relatives and Personal Relationship

The District wants to ensure that its practices do not create situations such as conflicts of interest or favoritism. This extends to all aspects of employment including hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household, and if one party is in a supervisory position to the other, that person is required to promptly inform HR of the relationship.

Evaluation of Professional Staff

See [Policy GCN & GCN-AP\(1\)](#)

Evaluation instruments used by the District will minimally reflect the Essential Principles of Effective Evaluation as adopted by the Missouri State Board of Education (State Board).

The superintendent/ designee ("evaluator") will annually complete an evaluation of the performance of the District's professional staff members.

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

Certified Staff Evaluation Standards

The evaluator will measure performance based on the Missouri Teacher Standards. In accordance with these standards the teacher must demonstrate the knowledge and ability to ensure the success of all students.

1. *Content Knowledge Aligned with the Appropriate Instruction:* The teacher understands the central concepts, structures, and tools of inquiry of the discipline(s) and creates learning experiences that make these aspects of subject matter meaningful and engaging for all students.
2. *Student Learning, Growth and Development:* The teacher understands how students learn, develop and differ in their approaches to learning. The teacher provides learning opportunities that are adapted to diverse learners and support the intellectual, social and personal development of all students.
3. *Curriculum Implementation:* The teacher recognizes the importance of long-range planning and curriculum development. The teacher develops, implements and evaluates curriculum based on student, District and state standards data.
4. *Critical Thinking:* The teacher uses a variety of instructional strategies and resources to encourage students' critical thinking, problem-solving and performance skills.
5. *Positive Classroom Environment:* The teacher uses an understanding of individual/group motivation and behavior to create a learning environment that encourages active engagement in learning, positive social interaction and self-motivation.
6. *Effective Communication:* The teacher models effective verbal, nonverbal and media communication techniques with students, colleagues and families to foster active inquiry, collaboration and supportive interaction in the classroom.
7. *Student Assessment and Data Analysis:* The teacher understands and uses formative and summative assessment strategies to assess the learner's progress and uses both classroom and standardized assessment data to plan ongoing instruction. The teacher monitors the performance of each student and devises instruction to enable students to grow and develop, making adequate academic progress.
8. *Professionalism:* The teacher is a reflective practitioner who continually assesses the effects of choices and actions on others. The teacher actively seeks out opportunities to grow professionally in order to improve learning for all students.
9. *Professional Collaboration:* The teacher has effective working relationships with students, parents/guardians, school colleagues and community members.

Professional Staff Evaluation Process

All teachers, counselors, librarians, assistant principals and principals will be evaluated using the Network of Educator Effectiveness (NEE) evaluation system.

Any other professional staff member will be evaluated annually using an evaluation tool developed by the District specific to the employee's position.

NEE Evaluation Process

The evaluation process in NEE for teacher, counselor and librarians will include a development plan observations and a summative evaluation administered in accordance with Board policy. Additionally, student surveys may be utilized as an information component for the individual being evaluated. Generally, the teacher's supervising principal will evaluate the teacher; however, if circumstances dictate, the superintendent may assign the responsibility for evaluating the teacher to another individual.

Observations

The purpose of the observations are to provide information and feedback designed to improve the teacher/counselor/librarian's effectiveness. Probationary teachers will have at least 7 observations and tenured teachers will have at least 4 observations per observation cycle in the absence of extenuating circumstances. The principal/designee ("evaluator") and teacher/counselor/librarian will meet following the observation to discuss the employee's performance including the designated indicators.

The District will identify no more than 4 indicators per evaluation cycle. These decisions will be made prior to the first day of instruction each school year. Indicators may be changed as circumstances dictate.

The teacher/counselor/librarian will be responsible for providing evidence of his or her growth on the chosen indicators throughout the evaluation process.

Summative Evaluation

The summative evaluation incorporates all the evidence accumulated through the formative evaluation process to determine the teacher's level of growth in the identified areas of focus or quality indicators. It reflects the evaluator's final assessment of the teacher's performance for the evaluation period.

The evaluator will determine the amount of teacher growth over the established baseline score and the overall level of performance of the teacher. In addition, the evaluator will determine the impact the teacher has made on student performance as evidenced by the chosen student growth measures.

This summative evaluation will be presented to the teacher no later than March 1 unless extenuating circumstances exist, and the teacher will be given the chance to respond in writing to any item on the evaluation. A copy of the summative evaluation will be available to the teacher.

Other Evaluation Factors

Nothing in this evaluation process prevents the superintendent, principal or other supervisors from addressing issues related to a teacher's performance as they arise. When an issue involving a professional staff member is brought to the attention of the principal, the principal will determine whether the issue requires a modification to the selected areas of focus or quality indicators or whether a separate action is necessary or more appropriate. If the evaluator is someone other than the supervising principal, the evaluator and the principal will work together to correct the issue.

Evaluation of Support Staff

See *Policy GDN*

All supervisors and/or principals will complete a written evaluation on all support staff under their supervision. All support staff employees will be evaluated at least once every year. This evaluation will be used to increase job proficiency, and also to determine eligibility for continued employment.

All employees will be given an explanation of duties and responsibilities, and will be provided guidance by their immediate supervisors in performing them satisfactorily. In addition, supervisors have the responsibility to inform each employee under their supervision in advance of the criteria to be used in the evaluative process.

Investigations, Discipline, Administrative Leave and Suspension

See Policy GCPD and GDPD

Supervisors are responsible for monitoring employee performance and conduct. If an employee is accused, or suspected, of misconduct the supervisor must notify Human Resources and/or the superintendent/designee. Unless directed otherwise by Human Resources or the superintendent/designee, supervisors are responsible for investigating allegations of, or suspected, employee misconduct and taking appropriate corrective action.

The District does not have a progressive discipline policy but will provide due process as required by Board policy or law.

An employee will be immediately suspended or put on administrative leave in situations where the superintendent/ designee determines that suspension is necessary to prevent disruption to the education environment, protect the safety of the students, appropriately investigate alleged misconduct, or in other circumstances where suspension serves the district's interests.

Administrative Leave

The superintendent/designee may place a staff member on involuntary paid leave, without charge to any annual or sick leave, due to misconduct or investigation of misconduct of an employee as set forth in Policy GCPD.

Suspensions

Employees without Contracts

The superintendent/designee may suspend, with or without pay, staff members who are not under contract. The superintendent shall report any such suspension to the Board of Education. The superintendent's decision will stand approved unless reversed by the Board.

Employees with Contracts

Employees with contracts may be suspended with pay in accordance with law, District policy and the employment contract when applicable. Employees with contracts may be suspended without pay only after appropriate due process unless the employee consents in writing to a suspension without pay.

Reduction in Work Force

See Policy GCPA & GCPA-AP(1)

The Board of Education may place as many teachers on unrequested leave of absence as may be necessary due to a decrease in student enrollment, school District reorganization, or the financial condition of the school District. The Board of Education shall be the sole judge that one or more of the above conditions exist.

If it becomes necessary to reduce the number of certificated, professional staff members in the District through unrequested leaves of absence, the following philosophy will govern the reduction: The Board will, through procedures carried out by the administration, determine which employees can best serve the needs of the students.

Separation Procedures

See Policy GCPB, GCPF, GCPE, and GDPE

Resignations

The District encourages employees to notify the superintendent or designee in writing as soon as they decide not to return or not to accept another contract with the District. Resignations become effective at the end of the school year in which they are submitted unless the District is notified otherwise. Resignations will be submitted to the Board for notification, or approval when required, at the next regular Board meeting, and the superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract.

Employees without Contracts

Employees without employment contracts are considered at-will employees and may resign at any time by submitting a written resignation to the superintendent or designee. The resignation is considered accepted once it is received by the superintendent or designee. The District requests that employees give notice at least ten business days prior to departure so that a replacement can be found or alternative arrangements can be made. The fact that an employee resigned without adequate notice may be shared with potential employers seeking information about the employee.

Employees with Contracts

In general, professional staff members including, but not limited to, probationary teachers and principals, have a binding contract with the District once the employee and the Board have executed a contract in accordance with law. A tenured teacher has a binding contract with the District for the next school year if the teacher does not notify the District of his or her resignation in writing by June 1.

Employees may notify the District that they will no longer work for the District at the end of the existing contract by submitting a written resignation notice to the superintendent or designee at any time. Tenured teachers who do not want to work for the District in the next school year must submit a written resignation notice to the superintendent or designee no later than June 1. In these situations, the resignation is considered accepted once it is received by the superintendent or designee.

Employees who seek to resign during the course of a contract or after a contract has been executed and is binding, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract in these situations. The Board considers serious illness, transfer of a spouse and military service or other possible situations as legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

Liquidated Damages

Professional staff members who seek to have their resignations considered by the Board after June 1 will first be required to tender a written, signed accord and satisfaction to the District and the amount of \$2,000 from June 2 through June 30; \$3,000 from July 1 through July 31; and

\$5,000 from August 1 through the contract year. The employee may agree in writing that such amount may be withheld from the employee's final check. Payment of such amounts shall be required in order to compensate the District for the time, expense and inconvenience of replacing positions vacated by reason of late resignations, and shall be received in satisfaction of the employee's contract obligation. Any amount received shall be returned to the employee if the Board does not agree to release the employee from the contract. Nothing in this paragraph shall be construed to grant a right of resignation to probationary teachers after they have accepted their contract on or before June 1.

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

Non-Renewal

The Board may choose not to renew the employment contract of an employee for any lawful reason as set forth in state law and Policies GCPF and GDPE.

Termination

Employees may be terminated in accordance with state law after following any procedures as set forth in Policy GCPE or GDPE.

Due Process and Allegations of Sexual Misconduct with a Student

The District may suspend or place on administrative leave an employee about whom it has received information that an employee has allegedly been involved in sexual misconduct with a student or any other child as set forth in Policy GCPD and GDPD and state law. In general, the District does not provide a Board hearing to employees who resign regardless of the reason for the resignation. However, if a District employee is nonrenewed or allowed to resign as a result of an allegation of criminal sexual misconduct involving a child, as defined by § 566.083, RSMo., or sexual misconduct as defined in Board policy or as determined by the Children's Division of the Department of Social Services, the District may be legally required to release, or may choose to release, information regarding the allegation to potential employers as detailed in policy GBLB. In these circumstances, the District will provide the employee or former employee may have a due process hearing when required by law.

Exit Interview & Procedures

Upon separation from employment the resignation or retirement, all staff will receive a request to complete an exit survey. This survey is anonymous and the feedback provided will help personnel plan moving forward.

Buildings also have specific checklists that must be completed at the end of employment with the District. It is important for an employee to update his/her contact information to ensure the District has the correct contact information on file for future communication or mailings such as W2s. Employees may contact their building office staff or administrator with questions.

Compensation and Benefits

Compensation

See Policies , GCBA & GDBA

Only the Board has the authority to increase an employee's regular compensation or grant employees an extra-duty position or stipend.

As required by law, teachers will be paid in accordance with a Board-adopted salary schedule. All full-time teachers will be paid at least the minimum teacher's salary as required in state law. Noncertificated professional staff and certificated staff members other than teachers will be compensated in accordance with a Board-approved salary schedule or will receive the amount of compensation approved by the Board for particular positions or particular employees.

Support staff employees in the following positions will be paid according to the compensation schedule applicable to their position: Central Office clerical, nurses, secretaries, General Maintenance, Paraprofessionals, Food Service, Custodians, Parents as Teachers, and Technology.

All other employees for whom there is not a compensation schedule designated for the employee's position will be compensated as set forth in Policy GCBA or GDBA.

Employees are responsible for ensuring the District Central Office has the updated transcripts necessary to properly place them on the salary schedule. If there are revisions to be made, the employee must contact the District office immediately. The last date to provide revisions for the 2025-26 school year is 4:00 pm, Wednesday, September 10th, 2025.

Employees are responsible for verifying that their salary schedule placement, compensation rate and paychecks are accurate. Employees are required to notify the District within 30 days of receiving an inaccurate payment, and failure to do so could lead to discipline, forfeiture of amounts owed or deductions for excess pay received, as allowed by law.

Criteria for Advancement on the Salary Scale for Professional Staff Members

See Policy GCBA

Vertical Placement and Movement

Experienced teachers who are new or are returning to the school district after more than 365 days of separation may receive credit for previous experience. The Board shall grant a teacher with five years of certified experience in a school the full five years of experience on the salary schedule. Thereafter, the Board shall grant one year on the salary schedule for every two years of experience in another district. In addition, the district may recognize military service, externships or work experience that the district considers beneficial to the position. Employees are responsible for fully apprising the district of their relevant background experiences when first employed in the position. Once the employee is initially placed on the salary schedule, the district is under no obligation to review the placement.

As set forth in state law in Policy GCBA alternative salary placement rules may be used for hard-to-staff schools and hard-to-staff subject areas.

If District employment begins on January 1st or after, the employee will not progress vertically on the salary schedule in the following fiscal year.

Horizontal Placement and Movement

To be placed on the columns listed below the professional staff member must have successfully completed the required number of graduate hours or degree(s) from an accredited college or university program as acknowledged by the US Department of Education Database of Accredited Postsecondary Institutions and Programs or a Missouri State Board of Education approved educator preparation program. To qualify for salary advancement all graduate hours must be in education, the professional staff member’s content area, or an area that allows the staff member to obtain an additional certification from the Missouri Department of Elementary and Secondary Education.

Bachelor’s +16	Completion of at least 16 qualifying graduate hours after completion of the candidate’s Bachelor's degree
Masters	Completion of a Masters degree
Masters +16	<ul style="list-style-type: none"> ● Completion of a Masters degree that included at least 48 hours of graduate courses OR ● Completion of a Masters degree which included less than 48 hours plus at least 16 graduate hours after the completion of the Masters degree
Masters + 30	<ul style="list-style-type: none"> ● Completion of a Masters degree AND ● A total of at least 60 graduate hours including the Masters degree
EdS, EdD, NBCT	<ul style="list-style-type: none"> ● Completion of a doctorate degree OR ● Completion of the National Board Certification for Teachers

To move horizontally after initial placement on the Salary Schedule the professional staff member must complete the required form and electronically submit it though TalentEd with **all** required attachments by September 10th of that school year.

Any questions regarding the qualifications or process to move horizontally on the Salary Schedule may be directed to the Director of Finance or the Human Resources Specialist.

Support Staff Placement on Compensation Scales

See Policy GCBA and GDBA-AP(1)

Support staff members will be placed and may move on the designated compensation scale for their position as set forth in Policy GCBA and GCBA-AP(1).

Paychecks

Paychecks are issued on the 20th of every month for all District staff. When a pay date falls on the weekend, pay will be issued the Friday before the weekend. In the event a holiday is on the 20th, pay will be issued the day before the holiday. Hourly staff are paid for the hours worked the previous month.

Automatic Payroll Deposits

All employees are required to have direct deposit. ***Changes to direct deposit MUST be received by the Business office by the 10th of any month to make it effective for that month's payroll.*** Paystubs are available to view online through the District's SISFIN portal.

Payroll Deductions

Automatic payroll deductions for the Missouri Public School Retirement System (PSRS) or the Public Education Employee's Retirement System (PEERS) are required for all eligible employees. Social Security, Medicare, State and Federal income tax are required for all employees.

Other payroll deductions employees may elect include but are not limited to deductions for the employee's share of premiums for health, dental, and life insurance, flexible fringe benefit programs, and tax deferred savings plan. It is the employee's responsibility to timely review their pay and deductions to ensure accuracy and notify the District's business office within 30 days of receiving their paycheck if they believe that there is any error. Salary deductions are automatically made for unauthorized or unpaid leave for contracted staff.

Non-Certified Staff Pay Period Schedule for 2025-2026

Pay Date	Pay Period
07/18/2025	06/01/2025-06/30/25
08/20/2025	07/01/2025-07/31/25
09/19/2025	08/01/2025-08/31/25
10/20/2025	09/01/2025-09/30/25
11/20/2025	10/01/2025-10/31/25
12/19/2025	11/01/2025-11/30/25
01/20/2026	12/01/2025-12/31/25
02/20/2026	01/01/2026-01/31/26
03/20/2026	02/01/2026-02/28/26
04/20/2026	03/01/2026-03/31/26
05/20/2026	04/01/2026-04/30/26
06/18/2026	05/01/2026-05/31/26

Travel Expense Reimbursement

See *Policy DLCA*

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the District. Employees must submit receipts for expenses other than mileage (meal receipts must include the actual food items purchased to be eligible for reimbursement, not just the charged amount) to the Business office.

Notice Regarding Public Service Loan Forgiveness

In accordance with state law, the District is required to provide all employees with information regarding eligibility for the Public Service Loan Forgiveness Program. Employees who work full-time in a public school District might be eligible for this program. The Public Service Loan Forgiveness Program forgives the remaining balance on Direct Student Loans for borrowers after they have made 120 qualifying monthly payments under a qualifying repayment plan, as long as the borrower is not in default. For more information about the program and to determine whether you are eligible under this program, go to US Department of Missouri Department of Higher Education's website or <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>.

Health Insurance Benefits

See *Policy GCBC & Policy GDBC*

Certified employees (GCBC) who are contracted for 30+ hours per week are eligible for health insurance benefits.

Classified employees (GDBC) who are scheduled 30+ hours per week are eligible for health insurance benefits.

Health insurance benefits begin on the first day of the next calendar month of employment or the first day of employment depending on when the employee starts employment.

In compliance with the Affordable Health Care Act, employees who do not initially meet the 30+ hours per week scheduled requirement will be reviewed on an annual basis to determine if their hours worked in the previous 12 months meet the 30+ hours per week requirement. If the look back review meets the 30+ hours per week, the employee will be notified and provided health insurance benefits.

Online health benefit enrollment is required for all full time staff within one week of beginning employment with the District. Online enrollment is mandatory and must be completed even if insurance benefits are being waived.

After initial employment, an employee can only make insurance changes during the District's designated open enrollment period unless the employee has a qualifying event as defined in Policy GCBC or GDBC. Employees who have questions regarding health insurance should contact Human Resources or the Business office.

Dental and Vision Insurance

Employees who are scheduled to work 30+ hours per week are eligible to purchase dental and/or vision insurance benefits. Enrollment for each plan is linked with your health enrollment online. Because the premiums are withheld pre-tax, dental and/or vision insurance may only be elected upon initial enrollment, upon a qualifying event or annually during our open enrollment period for the following year. Benefits may only be canceled through termination of employment, open enrollment each year, or a qualifying event.

Worker's Compensation Insurance

See [Policy GBEA](#)

Pursuant to state law, an employee of the District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with Policy GBEA and the Missouri Workers' Compensation Law. If any employee is injured or becomes ill related to work, the employee should immediately contact their supervisor and/or the Business Office to report that they believe they have a work-related injury or illness and fill out the designated injury report form. Additional information related to Workers' Compensation may be found at: <https://labor.mo.gov/dwc>.

Unemployment Compensation

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or during the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Central Office.

Retirement

For those employees who work the required minimum number of hours per week, as set forth in this section, participation in the state educator retirement program is mandated by state law. Employees may not opt out of participation. The District will withhold the required contribution percentage from the employee's pay and submit it to the applicable retirement program on the employee's behalf along with the District's matching contribution.

Certified Employees

Employees holding a valid Missouri teaching certificate and working at least 17 hours per week participate in the Public School Retirement System (PSRS). The current contribution rate is 14.5% of gross income and eligible health insurance benefit. Employees in this classification are exempt from social security. Employees holding a valid Missouri teaching certificate and working at least 17 hours per week in a non-certificated position (paraprofessional, food service, etc.) still participate in the Public School Retirement System (PSRS) at a reduced rate of 9.67% of gross income and eligible health insurance benefit. Employees in this classification are required to also contribute to social security.

Employees Who Do Not Hold Teacher Certification from the DESE

All other employees working at least 20 hours per week participate in the Public Education Employee Retirement System (PEERS). The current contribution rate is 6.86% of gross income and eligible health

insurance benefit. Employees in this classification also contribute to social security. Employees working less than 20 hours per week are not eligible to participate.

All questions related to your retirement benefit should be directed to:

PSRS/PEERS, Public School & Education Employee Retirement Systems of Missouri
PO Box 268
Jefferson City, MO 65102
Phone (800) 392-6848
www.psr-peers.org

Childcare

The District provides free before school childcare for employees' children enrolled at the District's Early Childhood school as well as Monday late start care for employees' children. Additionally, employees may enroll their children in after school care offered in the District through Boys and Girls Club for a small fee. To minimize potential disruption and due to these free or low cost childcare options offered by the District, the District requests that employees' children not be in the employee's classroom, office or assigned building during the employee's work hours unless they are assigned as a student in the class/building.

Attendance and Leave

Working Hours

See [Policy GBA](#)

An employee assigned to a school during school hours shall not leave the District premises during school hours, unless proper arrangements have been made and approval of the principal or supervisor has been obtained. Administrative and supervisory personnel assigned to schools or to the Central Office will work the business hours of the school or office they are assigned to unless supervisor approval is given in advance to deviate from these hours. Administrative and/or supervisory personnel may be required to work extended hours for student supervision or other duties as directed by their supervisor. Employees may not alter their assigned daily report and leave times without prior approval from their supervisor. On occasion an employee may not be able to take a lunch break if necessary due to student needs or other circumstances. If an employee works less hours in a day than their assigned schedule they are responsible for entering their leave into the District's designated software as set forth in this section.

Generally, full time employees will be given a daily lunch break. Lunch breaks should be taken at the time designated by the employee's supervisor. Lunch breaks are not guaranteed. On occasion an employee may not be able to take a lunch break if necessary due to student needs or other circumstances. Hourly employees that leave the building for lunch should clock out during their break.

All nonexempt employees are required to clock in and out using the time clock system. Supervisors of nonexempt employees must verify the accuracy of such records on a monthly basis. Failure to maintain or verify such records or falsification of these records will be grounds for disciplinary action.

Overtime

The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor(s) are subject to discipline including termination.

Nonexempt employees will be paid one and one-half times his or her regular rate of pay for each hour of overtime.

Work Schedules

Supervisors will inform employees of their required work days. The District reserves the right to change an employee's schedule and number of contracted or anticipated work days due to inclement weather or other circumstances.

Professional Staff

Unless issued an extended contract, new teachers to the District are contracted for 182 days of employment and returning teachers are contracted for 180 annually. The Board will approve an academic calendar for each school year which provides the required contract days for teachers. The calendar will be available on the District's website.

Less than Twelve Month Support Staff

Support staff members who work less than twelve months will be given an anticipated number of annual work days in their letter of intent/assignment, applicable compensation schedule and/or work calendar.

Twelve-Month Support Staff

Support staff members that work twelve months will work an anticipated 260 days annually.

Administrators

Assistant principals will be contracted to work 200 days annually. All other administrators will have 260 contracted work days annually.

Staff Absences and Tardiness

See [Policy GBCBC](#)

Consistent attendance is an essential duty of each employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and District operations are negatively impacted.

Tardiness – Employees are required to contact their supervisor if expected to be late. Isolated incidents can be dealt with between the employee, supervisor/principal and superintendent. In the case of chronic offenses, as

determined by the supervisor/principal and superintendent, leave may be entered or pay will be docked as recorded by the time clock in 15 minute increments, if authorized by Board Policy and law.

Absences – In the case of sudden illness or other unexpected circumstances, an employee should notify their supervisor within two hours of the regular start time. If this is not possible, a family member should alert the supervisor as soon as possible to explain the situation and indicate the expected date and time of return. If the employee is unable to return on the anticipated date, the employee must notify the supervisor prior to the anticipated return date to establish a new return date. If an employee must leave early for personal reasons or illness, the employee would have the option of using leave time or may choose to have pay docked as recorded by the time clock in 15 minute increments. An approved leave request form in Frontline and/or Timeclock must be turned into the central office no later than three business days after the end of the pay period or pay will be docked. If an employee does not indicate on a leave request form the preference of taking leave time or having pay docked, pay will automatically be docked according to the hours missed.

If an employee still fills out a time sheet, he or she must accurately enter hours worked and absences on the time sheet. If an employee does not indicate on the time sheet the preference of taking leave time or having pay docked, pay will automatically be docked according to the hours missed.

In addition, employees whose positions require a substitute must enter their absence in the District's subfinder system as soon as the employee is aware that they will be absent from work.

Employees who have contracts for extended days must accurately record the extra days worked on the designated required form with supervisor verification of their time and submit it to the Business office by the due date provided.

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

1. The absence is for a reason not granted as paid or protected leave under Board policy or law.
2. The absence results in the employee exceeding the amount of leave granted by the Board.
3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days in a semester or 40 days per school year or is otherwise disruptive to District operations, as determined by the District.
4. The employee fails to appropriately notify the District of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
5. The employee does not provide the District complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
7. The absence is for any reason other than the one given for the absence.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law.

Failure to Contact the District

If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the District to contact the employee and the employee's emergency contact, the District will assume the employee has resigned his or her employment with the District and will consider the position vacant.

If an employee with an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the District to contact the employee and the employee's emergency contact, the District will send a letter and any other appropriate communication to the employee stating that if the employee does not contact the District, the District will assume that the employee has voluntarily resigned from his or her position with the District. If the employee still does not contact the District, the District will assume that the employee has resigned and will consider the position vacant.

Sick, Personal and Vacation Leave

See *Policy GCBDA (Professional Staff & Administrative Personnel) and GDBDA (Support Staff)*

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

Paid sick, personal and vacation leave identified in Policies GCBDA and GDBDA may be provided to full-time employees as outlined in this section and Policies GCBDA and GDBDA and will not be provided to part-time, temporary or substitute staff members unless otherwise noted.

Part-Time Employee — Any employee who is normally scheduled to work less than 30 hours per week is a part-time employee. Any employee normally scheduled to work less than 30 hours per week is not eligible for insurance, benefits, sick-leave pay or holiday pay. Any certified employee who works 17 hours or more per week or noncertified employee who works 20 hours or more per week is entitled to retirement benefits.

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

Employee benefits received from Workers' Compensation are to be coordinated with the District's sick leave benefits afforded each employee. The District will supplement Workers' Compensation benefits by applying accumulated sick leave to the extent that the employee will continue to receive an amount equivalent to the employee's full wages during the period that the employee receives Workers' Compensation.

Any employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the District or under Workers' Compensation. The employee shall also receive

creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

Pay is deducted from employee pay after the accumulated leave is used.

Certified staff who are absent from duty for any reason not covered by sick leave or personal leave will not be paid for time missed. This deduction will be made in the following pay period.

Pay is deducted if it can be proven that the employee falsified the claim for leave provisions.

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

- a. Illness, injury or incapacity of the employee. The board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The board defines "immediate family" to include:
 - The employee's spouse.
 - The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
 - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver. (Note: "Family" for FMLA purposes is more limited.) Three bereavement days may be taken for the death of immediate family members without penalty of sick or personal days.
- c. Observance of a religious holiday.
- d. Illness, injury or incapacity of other relatives, with permission granted by the superintendent. Bereavement leave day may be taken for a funeral of a friend or distant family member if approved in advance by the immediate supervisor and the superintendent. The number of days taken is limited to the number of sick days the employee has available.
- e. Pregnancy, childbirth and adoption leave in accordance with this policy.

Professional Staff Sick, Personal and Vacation Leave Allocations (Certificated Teachers & Administrative Personnel)

The following leaves with pay will be provided to full-time contracted staff employees:

1. **Sick Leave** – Upon completion of the first day of work each school year, professional staff (sans administrators) whose assignments call for 12 months of full-time employment will receive 10 days of sick leave. Professional staff (sans administrators) who are on duty for 11 months per year will receive 9 days of sick leave per year. Professional staff (sans administrators) who are on

duty for 10 months per year will receive 8 days of sick leave per year. Professional staff (sans administrators) who are on duty for 9 months per year will receive 7 days of sick leave per year. Unused sick leave will be cumulative to a maximum of 120 sick leave days.

All certificated employees of the District with five or more years of experience in the District shall be paid one-quarter of first day non-retiree substitute teacher pay for each day of accumulated leave days upon transfer to another District or resigning (sans termination) or one-half of first day non-retiree substitute teacher pay if retiring. Certificated employees who submit a letter of retirement on or before January 31 of a given school year will receive first day non-retiree substitute teacher pay for each day of accumulated sick leave.

Non-Accumulating Sick Leave – Certified employees= compensation for unused sick leave days beyond the maximum accumulation of 120 days is a means of paying employees annually for sick leave days that will neither accumulate or be compensated under the payback plan for employees who resign or retire.

After each year in which a certified employee maintains maximum accumulation of sick leave days, the employee will receive payment of 50 percent of the first day non-retiree substitute salary rate of the employee's category for each of the sick leave days awarded after the employee works one day of the new fiscal year. The days will be paid the month after the employee's first work day of the fiscal year.

2. **Personal Leave** – A maximum of four days of personal leave shall be available per school year. These days are in addition to the allotted number of sick days available and will roll over into the next fiscal year as sick days if not used. Absences may be charged against personal leave for court appearances, unless applicable law or policy provides for paid leave.

Requests should be made in writing two weeks in advance, if possible. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Personal leave will be granted if a suitable substitute can be obtained.

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

3. **Vacation** – Vacation for professional staff members employed on a 12-month basis will be as indicated in their contracts. Twelve-month employees may roll up to five unused vacation days to sick days at the end of the fiscal year. Unused vacation days over five will be lost.

A written request for vacation should be submitted to the superintendent or designee for approval. If the employee's absence may disrupt District operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

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

Upon leaving the employment of the District the employee will be paid for unused vacation

days at his or her current pay rate. Current year unused vacation days will be prorated according to the actual months worked.

Support Staff Sick, Personal and Vacation Leave Allocations

The following leaves with pay will be provided to full-time support staff employees:

1. **Sick Leave** – Staff employees whose assignments call for full-time employment will receive sick leave as follows:

Months of Annual Full-Time Assignment	Sick Leave Days Earned Annually	Sick Leave Days Earned Annually after being issued a sixth letter of intent
9 months	7	7
10 months	8	9
11 months	9	10
12 months	10	11

No sick leave will be awarded to new employees until 60 scheduled work days have been completed. Unused sick leave will be cumulative to a maximum of 120 leave days. One leave day would be equal to an employee's total normal hours scheduled in a day.

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

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

All support staff employees of the District with five or more consecutive years of service in the District shall be paid \$30 for each day of accumulated leave days upon leaving the District. Support staff with ten or more consecutive years of service in the District shall be paid \$60 for each day of accumulated sick leave upon leaving the District.

All contracted support staff (classified) employees of the District with five or more years of experience in the District shall be paid one-quarter of first day non-retiree substitute teacher pay for each day of accumulated leave days upon transfer to another District or resigning (sans termination) or one-half of first day non-retiree substitute teacher pay if retiring. Contracted support staff (classified) employees who submit a letter of retirement on or before January 31 of a given school year will receive first day non-retiree substitute teacher pay for each day of accumulated sick leave.

Non-Accumulating Sick Leave – Support staff employees’ compensation for unused sick leave days beyond the maximum accumulation of 120 days is a means of paying employees annually

for sick leave days that will neither accumulate or be compensated under the payback plan for employees who resign or retire.

After each year in which a support staff employee maintains maximum accumulation of sick leave days, the employee will receive \$30 for each of the sick leave days awarded after the employee works one day of the new fiscal year. The days will be paid the month after the employee's first work day of the fiscal year.

After each year in which a contracted support staff (classified) employee maintains maximum accumulation of sick leave days, the contracted support staff (classified) employee will receive payment of 50 percent of the first day non-retiree substitute salary rate of the employee's category for each of the sick leave days awarded after the employee works one day of the new fiscal year. The days will be paid the month after the employee's first work day of the fiscal year.

2. Personal Leave - A maximum of four days of personal leave will be available per school year. These days are in addition to the allotted number of sick days available and will roll over into the next fiscal year as sick days if not used. Absences may be charged against personal leave for court appearances, unless applicable law or policy provides for paid leave. No personal leave will be awarded to new employees until 60 scheduled work days have been completed.

Requests should be made in writing two weeks in advance if possible. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Personal leave will be granted if a suitable replacement can be obtained.

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

3. Vacation – Support staff employed on a 12-month basis will be awarded 12 days of vacation per year. Personnel must work for 60 scheduled work days before being eligible to receive vacation pay. After working 60 scheduled work days, personnel shall receive one vacation day per month they worked in the fiscal year in which they were hired. Personnel will continue to receive one day per month worked until July 1 of the fiscal year following the employee's 12-month anniversary date. On July 1 of the fiscal year following the employee's 12-month anniversary date, the employee will receive the allotted number of days per board policy. Support staff may carry over a maximum of five days to the next year. Upon leaving the employment of the District the employee will be paid for unused vacation days at his or her current pay rate. Current year unused vacation days will be prorated according to the actual months worked. If the employee's absence may disrupt District operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

Additional vacation days are awarded after:	Total Vacation Days:
5 years of service (effective with employee's sixth letter of intent)	13 days
10 years of service (effective with employee's eleventh letter of intent)	15 days

15 years of service
(effective with employee's sixteenth letter of intent) 17 days

20 years of service
(effective with employee's twenty-first letter of intent) 20 days

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

Other Leave Types

See Policy GCBDA (Professional Staff & Administrative Personnel) and GDBDA (Support Staff)

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

1. **Jury Duty** – An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
2. **Leave for Court Subpoena** – If the subpoena is directly related to the employee's school duties the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
3. **Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee, arranged well in advance and is not considered personal leave.
4. **Military Leave** – The board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 B September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the District an official order verifying that they are required to report to duty.
5. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the District at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
6. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that

purpose will not be subject to discipline, termination or loss of wages or salary.

7. **Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
8. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
9. **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The District may request that the employee be exempted from responding to a specific mission.
10. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The District may request that an employee be exempted from responding to a specific mission.
11. **Victims' Economic Safety and Security Act (VESSA) Leave** – Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member, or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. VESSA leave does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court record, or other corroborating evidence.

Pregnancy, Childbirth and Adoption Leave

Employees eligible for FMLA leave for the birth, first-year care, adoption, or foster care of a child will have such leave applied in accordance with the FMLA. The district will apply to such absences any applicable paid leave the employee has accrued. Employees whose FMLA leave exceeds their applicable accrued paid leave may use unpaid leave for the remainder of the FMLA absence as allowed by law.

Employees who are ineligible for FMLA leave may take up to six weeks of unpaid leave for the birth, first-year care, adoption, or foster care of a child. The district will apply to such absences any applicable paid leave the employee has accrued. Employees who have not accrued a sufficient amount of paid leave will be provided unpaid leave.

Employees who need additional leave or other accommodations for a limitation related to pregnancy, childbirth, or related medical conditions would communicate their need for accommodation to any person who supervises, manages, or directs any of their work, and the district will afford accommodations as required by law. Additional unpaid leave may be an accommodation under the Pregnant Workers' Fairness Act (PWFA) in some circumstances, but the district will not require employees to accept leave as an accommodation without engaging in an interactive process to determine appropriate accommodations.

Family and Medical Leave

See *Policy GBBDA*

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

Holidays

See *Policy GCBDA (Professional Staff & Administrative Personnel) and GDBDA (Support Staff)*

The following are recognized as holidays on a twelve month basis: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Monday after Easter, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving and the day after, and Winter Break. Hourly full-time twelve-month employees will be paid their regular daily pay, excluding any overtime, for designated holidays. Generally, full-time twelve-month employees with contracts will not have to report to work and will be paid for designated holidays. If a holiday is used for weather make-up days, 12-month employees will be given an alternate day(s) off.

Inclement Weather

See Policy GCBDA (Professional Staff & Administrative Personnel) and GDBDA (Support Staff) Administrative Procedure EBC-2-AP(1)

Notification of school closings due to inclement weather will be announced on local radio, television stations and on the District's website. Similar announcements will also be made if the opening of any or all schools will be delayed or if any schools will be dismissed due to weather conditions and/or other emergencies.

On days when school is not in session because of inclement weather or other emergency closings, there will be no student-related activities in the school buildings, unless approved by the superintendent or designee.

Closed Campus Days

The superintendent or designee has the authority to close the entire campus if inclement weather is a safety concern. If the District's campus is closed to 12-month employees normally scheduled to work, they would be exempt from having to use vacation or personal time. The day off would be paid at the expense of the District.

Days in Excess of 10 Forgiven by DESE

If one student day is forgiven due to weather per DESE's protocol regarding the locally approved school calendar, then full-time non 12-month professional staff (sans administrators) will work one day past the last day of school and the one day worked cannot be applied towards extra duty contracted days.

If two or three student days are forgiven due to weather per DESE's protocol regarding the locally approved school calendar, then full-time non 12-month professional staff (sans administrators) will work one day past the last day of school, and the one day worked cannot be applied towards extra duty contracted days. The 2nd and 3rd forgiven days will be non-working paid days for full-time non12-month professional staff (sans administrators).

If four or more student days are forgiven due to weather per DESE's protocol regarding the locally approved school calendar, then full-time non 12-month professional staff (sans administrators) will work one day past the last day of school and the one day worked cannot be applied towards extra duty contracted days. The 2nd forgiven day and beyond will be non-working paid days for full-time non 12-month professional staff (sans administrators).

If school is canceled due to inclement weather or other emergency but campus is not closed to employees, employees will be expected to work as outlined in this section.

AMI Work Expectations

Each staff member may be required to report to work as necessary. In the absence of a directive from the staff member's supervisor to report to work on an AMI day, the guidelines listed below will apply.

Employee Group	Option 1	Option 2	Option 3
Technology Department	Ensure all District onsite and virtual technology is running properly.	Work on help desk tickets and other tasks as assigned by the supervisor.	Use a full personal day.
Administrative	Work on assigned tasks	Use a full personal	

Assistants (10 & 12 month)	from the supervisor, check and respond to emails and voicemails.	day.	
Assistant Bookkeeper	Work on assigned tasks from the supervisor, check and respond to emails and voicemails.	Use a full personal day.	
Building Level Paraprofessionals	Work on assigned tasks from the building administrator, check and respond to emails.	Complete training and professional development as assigned by your building administration, through Vector Solutions (SafeSchools) for the designated day.	Use a full personal day.
Special Education Paraprofessionals	Work on assigned tasks from the building administrator, the Special Education Director, and their assigned SPED teacher.	Complete training and professional development as assigned by building administrator, and/or the Sped Director, through Vector Solutions (SafeSchools) for the designated day.	Use a full personal day.
*Maintenance & Custodial -Report to campus as directed.	All staff in this category will report in-person (unless directed or communicated with supervisor) to complete assigned tasks from the Maintenance Administrator.	Subject to supervisor approval, use a personal day.	
*Facilities-Essential Employees			
Food Service	Complete all training	Use a full personal	

	and professional development assigned training for the designated day as assigned by the Food Service Director.	day.	
Nurses	Work on updating records in IC and tasks assigned by the building administrator.	Complete all training and professional development training for the designated day as assigned by the building administrator.	Use a full personal day.
PAT	Work on virtual home visits, prepare lessons, write-up previous visits	Use a full personal day.	
Process Coordinators	Work on tasks as assigned by their supervisor, continue to attend meetings virtually, personal check in with the teacher and complete paperwork.	Use a full personal day.	
Psych Examiners	Work on tasks as assigned by their supervisor, continue to attend meetings virtually, check in with the Process Coordinator and complete paperwork.	Use a full personal day.	
Counselors	Work on tasks as assigned by their supervisor, continue to attend meetings virtually, check in with their building administrator and complete paperwork.	Use a full personal day.	

Employee Group	Work Choice 1	Work Choice 2
Building Administrators	<ul style="list-style-type: none"> ● Administrators should ensure teachers and staff are following AMI expectations, including posting announcements, assignments, and following up on and reporting attendance. ● Administrators should also complete regular duties that include: reviewing assessments, attending scheduled meetings via video call, participating in professional development or preparation, conducting post-observations through video calls, handling regular duties (such as leave, timeclock, POs), managing email and phone correspondence. 	Use a full personal day.
PK-6 Teachers	<ul style="list-style-type: none"> ● Teachers will maintain “office hours” daily for students and parents to utilize for phone or video conferences. ● Teachers will track and submit virtual attendance and follow the attendance protocol for non-participating students, including: <ul style="list-style-type: none"> ○ Phone conversations ○ Tracking email and personal contacts ○ Submission of completed work the day students return to the building. ● Teachers will provide feedback for all students on all assignments, provide and record assessment data in the gradebook weekly on power standards identified on the Standards-Based Report Card, attend all scheduled virtual Impact Team or staff meetings, as directed, and will virtually attend any IEP, RED, or EDM meetings that are scheduled. 	Use a full personal day.

7-12 Teachers	<ul style="list-style-type: none"> ● Teachers will maintain “office hours” daily for students and parents to utilize for phone or video conferences. ● Teachers will track and submit virtual attendance and follow the attendance protocol for non-participating students, including: <ul style="list-style-type: none"> ○ Phone conversations ○ Tracking email and personal contacts ○ Submission of completed work after the AMI days have ended. ● Teachers will provide feedback for all students on all assignments, provide and record assessment data in the gradebook at least once every two weeks (these should be tied to integral standards), attend all scheduled Impact Team or staff meetings, as directed, have the virtual course planning template updated at least a week in advance, and have evidence that what is in the planning document is what is being pushed out in Google Classroom, and virtually attend any IEP, RED, or EDM meetings that are scheduled. 	
Special Education Teachers	<ul style="list-style-type: none"> ● Special Education Teachers will provide services per student IEP- Form G. <ul style="list-style-type: none"> ○ K-1 <ul style="list-style-type: none"> ■ AM and PM Zoom for a group circle time etc set time ■ K-1 30 mins ■ Individual student times for goal work ■ Supp goal individualized work in Blizzard Bags ○ 2-4 <ul style="list-style-type: none"> ■ Virtual study hall <ul style="list-style-type: none"> ● Students signing in and out ● 2 hrs ■ Group sessions for similar goal work 	Use a full personal day.

	<ul style="list-style-type: none"> ■ Ind Supp goal work in Blizzard Bag ○ MS and HS <ul style="list-style-type: none"> ■ Push work in Google Classroom (7-12) ■ Blizzard Bags work (5-6) ■ 2 hour video study hall ■ Small group meetings with students for goal work 	
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Inclement Weather Days & AMI Days:

- Days 1-2: Traditional snow days that may be made up on January 19, February 16, April 3 depending on if there are at least 10 school days before the makeup day. If one or both days can not be made up on these makeup dates the makeup day will be added to the end of the school year.
- Days 3-7: Up to 5 days of AMI (Alternative Methods of Instruction)

Any additional missed days will be added to the end of the school year if needed.

Additional Information:

Attendance will be taken as it would on a regular attendance day. Students are defaulted as present, but will be marked as absent if they do not engage in the learning activities for the AMI day. AMI student work/tasks must be completed and submitted on the date students return to campus. Teachers and administrative assistants need to update the attendance for those students within that time frame.

Only regular (non-substitute) District employees are eligible to receive pay for remote work. Student-workers may not work remotely.

Hourly support staff employees must complete and submit a Work From Home Log to be paid for the AMI day. Work From Home Logs need to be submitted to the direct supervisor upon the employees first day in the building following AMI. Supervisors will run completion reports for those employees who turn in a Work From Home Log indicating remote training. ALL assigned duties or training must be completed on the same day as the AMI day. Hourly classified staff members who complete all assigned remote duties or training and submit a timely Work From Home Log will receive pay for the number of hours of their typical scheduled work day excluding overtime. **Working overtime hours via telework/virtual is prohibited.**

If the staff member elects to use a personal, or vacation day to be paid for an AMI day, the day should be entered into Frontline/Timeclock following normal procedures.

Those employees who are out on a pre-approved leave during the time period in which an AMI days falls will remain on leave and are not expected to perform the above duties. For example, those who are on approved FMLA leave will remain on FMLA leave.

***Maintenance/Custodial:**

Non-supervisory employees will report for 4 hours, unless otherwise directed, but will be compensated for 8 hours. Supervisors may be required to report for 8 hours.

Guidelines subject to change by the administration.

Inclement Weather: #1, & 2 and #8 & beyond: (Non-AMI Day)

Unless the campus is closed by the Superintendent, all twelve-month non maintenance/custodial employees will report to their assigned work site for at least 4 hours, as directed by their supervisor or use an approved leave day. Twelve-month employees who work at least four hours will receive pay for the number of hours of their typical scheduled work day excluding overtime.

Maintenance and custodial employees are expected to report to their assigned work site and work the schedule directed by their supervisor. If the needs of the District permit, the Superintendent may approve a shortened day for maintenance and/or custodial employees. In the event of an approved shortened day, employees who work at least four hours will be paid for the number of hours of their typical scheduled work day up to eight hours.

Employee Wellbeing

Nursing Mothers

Policy EBBC

For the convenience of District staff, students and the public and to support the care of children, the District will provide accommodations as required by law for lactation activities. For the purposes of this policy, "lactation activities" include expressing breast milk, breastfeeding a child or addressing other needs related to lactation. The District will provide employees and students a minimum of three opportunities during a school day, at intervals agreed upon by the District and the individual, to express breast milk or breastfeed a child for at least one year following the child's birth.

Lactation Rooms

In accordance with state law, the District allows breastfeeding or expressing breast milk, with discretion, in any public or private location where the person is otherwise authorized to be. To further accommodate lactation activities, the superintendent or designee will identify at least one room that is not a restroom in each school building to be used exclusively for lactation activities. The room will meet the requirements of state law.

Employees

Employees are encouraged to notify their supervisors in advance if they need accommodations for lactation activities. The supervisor will work with the employee to address arrangements and scheduling to ensure that the employee's duties are covered during the break time and minimize disruptions to the school day. Providing breaks to classroom teachers and other employees who directly supervise students throughout the day is particularly challenging because students cannot be left unsupervised and student learning cannot be disrupted. The District expects these employees to be particularly flexible and, when possible, to use planning periods, lunch breaks, routine breaks in their class schedule or other free time to meet their lactation-related needs. This

policy does not entitle an employee to bring or keep an infant at work during times when the employee is required to be working.

Health & Safety

See *Policy GBE and EB*

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

All food service personnel are required to submit a health certificate completed by a physician, and all new employees must be tested for tuberculosis. Food service personnel are also required to be vaccinated for Hepatitis A. The District will only make medical inquiries, require physical exams or keep medical information on an employee in accordance with law.

It is a shared responsibility of all employees to maintain healthful and safe conditions throughout the school district. Each building administrator will develop and implement a safety program, report hazardous conditions to the superintendent and hold employees and students responsible for the observance of all safety rules and procedures.

The District will fully utilize federal, state and local violence prevention programs and resources available to students, teachers or staff that the District determines are necessary and cost effective for the school District.

Illness and Injury Response and Prevention

Administrative Procedure EBBA-AP(1)

Students should notify any available staff member of illness or injury. Staff members will promptly address the situation or seek assistance from the nurse or designee. Employees or others who become ill or injured while on District property should report to the nurse's or principal's office for assistance. Employees may also report to their supervisors.

Minor Student Illnesses or Injuries

1. If the illness or injury is minor, the school nurse or designee will administer first aid care to the student. If the nurse or designee determines it is appropriate for the student to remain in school for the remainder of the day, the principal, nurse or other designee may contact the parents/guardians to inform them of the situation. If a parent/guardian cannot be reached, the principal, nurse or other designee will use the alternate contacts provided on the emergency form.
2. If a student requires nonemergency medical attention that cannot be provided at school, the principal, nurse or other designee will notify the parents/guardians, who will be responsible for securing the required medical attention.

Serious Student Illnesses or Injuries

1. If an illness or injury is serious enough to require emergency care, any District employee aware of the situation will contact emergency medical services (EMS) and notify the nurse and building principal. The cost of EMS will be the responsibility of the parent/guardian.
2. The principal, nurse or other designee should be prepared to give rescue officials the student's emergency information form.
3. The principal, nurse or other designee will ascertain the destination or hospital to which the student is taken.
4. The principal, nurse or other designee will contact the parents/guardians or other appropriate parties.

Transportation

No sick or injured student will be transported home by another student without parental consent. In addition, no sick or injured student will be knowingly left alone at home without parental consent. When it is deemed to be in the best interest of the student, District personnel may refrain from leaving the student alone despite parental consent to do so. Providing for transportation and adult supervision is the responsibility of parents/guardians except as otherwise provided in this procedure.

Emergency Forms

The District will annually request that students and their parents/guardians provide the District with current information on any medical conditions that may impact the student's education or require medical care during the school day or during District activities. In addition, the District will request emergency contact information for the parents/guardians and other persons authorized by the parents/guardians to respond in an emergency. Information will be requested at the beginning of each school year and retained in a location readily accessible to the appropriate District personnel. Parents/Guardians are encouraged to provide additional medical information throughout the year as they deem necessary for District staff to assist the student.

The District will also request that each employee provide information on any medical conditions of which the District needs to be aware for accommodation purposes or to adequately assist the employee in an emergency. Employees will be asked to designate persons the District may contact in an emergency.

Medical Emergencies

1. Cardiopulmonary Resuscitation (CPR) – The school nurse may maintain a list of staff members who have submitted certification that they are trained in CPR and provide the list to appropriate personnel.
2. Automated External Defibrillators (AEDs) – If the District is equipped with AEDs, the superintendent or designee will:
 - a. Provide for training on use of the device;
 - b. Ensure that the locations of all AEDs comply with any applicable regulations governing placement;
 - c. Ensure that the equipment is maintained and tested according to the manufacturer's instructions and tested at least every two years and after each use; and
 - d. Ensure an inspection is made of all AEDs on the premises every 90 days. The inspection will focus on potential operational issues including a blinking light or other obvious defects that may indicate a loss of functionality.
3. Pre-Filled Epinephrine Auto Syringes – The school nurse or another employee trained and supervised by the school nurse may administer pre-filled epinephrine auto syringes, when available, to students in accordance with written protocols provided by the authorized prescriber.
4. Asthma-Related Rescue Medications – When available, asthma-related rescue medications may be administered by the school nurse or another employee trained and supervised by the nurse when the

nurse or trained employee believes, based on training in recognizing an acute asthma episode, that a student is having a life-threatening asthma episode.

Drug-Free Workplace

See *Policy GBEBA*

Prohibited Substances

The Board prohibits employees from manufacturing, using, selling, transferring, distributing, possessing, or being under the influence of prohibited substances on District property; in any District-owned vehicle or any vehicle used to transport students; at District activities; or during any time employees are supervising students on behalf of the District or are otherwise engaged in District business. The Board also prohibits the manufacture, use, sale, transfer, or possession of drug-related paraphernalia. When it is evident that an employee has consumed prohibited substances off District property before or during a District activity that the employee is required to attend, the employee will not be allowed on District property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption of prohibited substances on District property.

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

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

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

The District will take appropriate disciplinary action within 30 days.

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

Use of Tobacco and Vaping Products

See *Policy AH*

To promote the health and safety of all students and staff, set a good example for students and promote the cleanliness of District property, the District prohibits all employees, students and visitors from using, possessing, smoking, vaping, consuming, displaying, promoting or selling any tobacco products, imitation tobacco products, vaping products or tobacco-related devices in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus. This prohibition extends to all facilities the District owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children.

This policy does not prohibit adults from possessing and using products approved by the U.S. Food and Drug Administration for smoking cessation. Employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be disciplined or terminated for repeated violations.

Professional Expectations & Procedures

Prohibition Against Illegal Discrimination, Harassment, and Retaliation

See [Policy AC](#)

Employees are encouraged to review Policy AC in full on the District's website. Some pertinent information from Policy AC is included below.

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

The Board also prohibits:

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

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the District for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any District employee to any person employed by the District, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

Sexual Harassment Reporting and District Response

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other District employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The District encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

Boy Scouts of America Equal Access Act

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

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the District is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

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

Interim Measures

When a report is made or the District otherwise learns of potential discrimination, harassment or retaliation, the District will take immediate action to protect the alleged victim, including implementing interim measures. Such interim measures may include, but are not limited to, altering a class seating arrangement, providing additional supervision or suspending an employee pending an investigation. The District will 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, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

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

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

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

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

Definitions

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

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

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

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

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

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

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

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

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

Compliance Officer

The Board designates the following individuals to act as the District's compliance officer in any report brought by, or on behalf of, a student:

Human Resources Specialist or Assistant Superintendent of Teaching and Learning
90 Bell Road
Wright City, MO 63390-0198
Phone: 636-745-7200; Fax: 636-745-7200
Email: compliance@wrightcity.k12.mo.us

For all other reports brought under this policy, the Board designates the following individuals to act as the District's compliance officer:

Human Resources Specialist or Assistant Superintendent of Operations
90 Bell Road
Wright City, MO 63390-0198
Phone: 636-745-7200; Fax: 636-745-7200
Email: compliance@wrightcity.k12.mo.us

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

Superintendent
90 Bell Road
Wright City, MO 63390-0198
Phone: 636-745-7200; Fax: 636-745-3613
Email: amy.salvo@wrightcity.k12.mo.us

Reporting

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

Reports Involving Sexual Harassment

In cases involving sexual harassment, all persons must report incidents directly to the Title IX coordinator for evaluation under policy ACA. All District employees will instruct all persons seeking to make a report or complaint to communicate directly with the Title IX coordinator. Even if the suspected victim of discrimination, harassment or retaliation does not report on their own behalf, District employees are required to report to the Title IX coordinator any observations, rumors or other information about actions prohibited by this policy and policy ACA.

All Other Reports

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All District employees will instruct all persons seeking to file a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, District employees are required to report to the compliance officer any observations, rumors or other information about actions prohibited by this policy. 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 act upon finding a violation of law, District policy or District expectations.

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

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. In general, administrators can immediately discipline a student for prohibited behavior in accordance with the District's discipline policy. However, if sexual harassment is observed or alleged, the administrator must consult the Title IX coordinator to determine policy ACA's applicability to the reported facts or allegations prior to imposing discipline. Administrators will report all incidents as directed in the "Reporting" section of this policy and will direct the parent/guardian and student to the compliance officer for further assistance. In cases not being handled under policy ACA, the compliance officer may determine that the incident has been appropriately addressed or recommend additional action.

Investigation

The District will use the investigation process outlined in this section for any grievance filed under this policy (AC).

The District will immediately investigate all grievances submitted under this policy. All persons are required to cooperate fully in the investigation. The District compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation and/or serve in other roles and capacities under the procedures for grievance processing.

The District does not assume responsibility or liability for actions that are unrelated to the District's programs or activities. However, the District may investigate any behavior that occurs on or off District property to the extent that such an investigation is necessary for the District to meet its legal obligations to address discrimination, harassment and retaliation that negatively impact the education or work environment. The District will address such behavior only to the extent that the District has the legal authority to do so. In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the District will take prompt and effective corrective action in accordance with law.

Collaboration with Outside Enforcement Agencies

In the event an outside enforcement agency is investigating the same allegation of discrimination, harassment or retaliation or a similar allegation, the District will make a preliminary inquiry, then follow the outside enforcement agency's investigation and response procedures instead of the formal District grievance process. During the inquiry, if the District determines that a reasonable basis for concluding this policy was violated exists, it will enforce appropriate interim measures while ensuring due process to the alleged perpetrator when required. When requested by law enforcement, the District may reasonably delay its own investigation to permit law enforcement to conduct the criminal investigation process.

Confidentiality and Records

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

Sexual Harassment Under Title IX

See Policy ACA

Employees are encouraged to review Policy ACA in full on the District's website. Some pertinent information from Policy ACA is included below.

The Wright City R-II School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the District, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the District. However, the District will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the District's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

See the "Definitions Applicable to this Policy" section at the end of this document for definitions of other terms applicable to this policy.

In creating this policy, the District does not relieve any person under the District's jurisdiction from the consequences for violations of other policies and rules of the District meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to the District.

If a student alleges sexual misconduct on the part of any District employee to any person employed by the District, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and District policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

Reporting Sexual Harassment or Title IX Retaliation

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below.

The Board authorizes the following individual(s) to serve as the Title IX coordinator(s) for the Wright City R-II School District and coordinate and implement the District's efforts to comply with the requirements of Title IX.

Human Resources Specialist and Compliance Officer

90 Bell Road
Wright City, MO 63390
(636) 745-7200 Phone
(636) 745-3613 Fax

In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the compliance officer or alternate compliance officer listed in policy AC.

Retaliation Prohibited

No person employed by or associated with the District will intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under Title IX. While the law allows individuals to refuse to participate in a Title IX investigation, proceeding or hearing, District policy and the law require that employees immediately report to the Title IX coordinator any knowledge of an allegation of sexual harassment under Title IX, and employees can be reprimanded or disciplined for failing to do so.

Intimidation, threats, coercion or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment under Title IX but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment under Title IX, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Complaints alleging retaliation must be filed with the Title IX coordinator.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of the grievance proceeding is not retaliation, with the understanding that a determination of responsibility for sexual harassment is not sufficient to conclude that a party made a materially false statement in bad faith.

Intake and Classification of Reports

The Title IX coordinator will receive and review all reports of sexual harassment even if a formal complaint has not been filed. The context of behavior can make a difference between conduct falling within the technical definition of sexual harassment under Title IX and conduct of a sexual nature that is offensive or hostile in itself, but which does not constitute harassment within that definition. District policies prohibit both but, for purposes of its Title IX obligations, the District must specially address cases within the definition under this special, limited-scope policy.

If the Title IX coordinator determines that the report concerns conduct that does NOT involve sexual harassment under Title IX as that term is defined in this policy or did not occur in the District's education program or activity, the Title IX coordinator will use the grievance process in policy AC or forward the complaint to the individual responsible for implementing policy AC.

Procedures Prior to or without a Formal Complaint

When the Title IX coordinator has actual knowledge of an allegation of sexual harassment under Title IX in an education program or activity of the District, the Title IX coordinator will promptly contact the complainant and:

1. Provide information about the supportive measures available to the complainant and inform the complainant that he or she may receive supportive measures without filing a formal complaint.
2. Consider the complainant's wishes with respect to supportive measures and implement appropriate supportive measures.
3. Explain to the complainant the process for filing a formal complaint.

Parties Enrolled in Special Education

In the case of all reports of sexual harassment, if the complainant or respondent has an individualized education program (IEP) in place, the Title IX coordinator will consult with the appropriate special education administrator(s) for assistance in determining the appropriate supportive measures based on the special needs of the student.

If the District determines that a student's specific circumstances, including disabilities, prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein, the District will pursue such measures as are available under District policy and law. Such measures will be designed to restore or preserve the student's equal access to the District's education programs or activities.

The Formal Complaint Process

Nothing in this process will interfere with any legal right of a parent/guardian to act on behalf of a complainant, respondent or party including, but not limited to, filing a formal complaint. If a student who is not an eligible student pursuant to the Federal Education Rights and Privacy Act (FERPA) files a formal complaint, the parent/guardian will be notified.

The complainant may file a formal complaint or choose not to file a formal complaint and simply receive the supportive measures.

If the complainant does not file a formal complaint, the Title IX coordinator may sign a formal complaint initiating the grievance process. The Title IX coordinator will do so only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances.

If no formal complaint is filed by the complainant or signed by the Title IX coordinator, no disciplinary action will be taken against the respondent on the grounds of sexual harassment under Title IX.

Title IX Grievance Process upon Filing of a Formal Complaint

The District's grievance process will provide a prompt and equitable resolution of complaints and will:

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent;
2. Comply with Title IX regulations before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent;
3. Require a decision-maker to objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and not make credibility determinations based on a person's status as a complainant, respondent or witness;
4. Require that all Title IX coordinators, investigators, those responsible for facilitating informal resolution processes and decision-makers not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
5. Presume that the respondent is not responsible for the conduct until a determination of responsibility is made at the conclusion of the grievance process;
6. Follow stated timelines unless the District temporarily delays the grievance process for good cause (including, but not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of a disability) and notify the parties in writing of the reason for a delay, if any; and
7. Not require, allow, rely upon or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

Notice to the Parties

When the complainant files a formal complaint, written notice will be provided to all known parties and will include:

1. Notice of the grievance process, including any informal resolution process that is available and the timeline for such process.
2. Notice of the allegations of sexual harassment under Title IX made by the complainant with sufficient details known at the time and with sufficient time to allow the respondent to prepare before the initial interview. At a minimum, the details will include the identities of the parties involved in the incident, if known, the conduct and the date and location of the alleged incident if known.
3. A statement that the respondent is presumed not responsible for the conduct and that a determination of responsibility will be made at the conclusion of the grievance process.
4. A statement that parties may have an advisor of their choice, who may be an attorney.
5. A statement that the parties and their advisors will have an equal opportunity to inspect and review any evidence that is directly related to the allegations raised in the formal complaint, including evidence upon which the District does not intend to rely, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
6. Notice of any provision in the District's discipline code that prohibits knowingly making a false statement or providing false information during the grievance process.

If in the course of the investigation of sexual harassment under Title IX the District decides to investigate allegations about the complainant or respondent that were not in the initial notice, notice of the additional allegations will be provided to all known parties.

Range of Possible Disciplinary Sanctions and Remedies

The discipline of employees is addressed in Board policies, which are available on the District's website, and in Missouri law regarding public employees under contract. An appropriate disciplinary response for an employee found responsible for sexual harassment in this grievance process may include any suitable response available for the discipline of employees for any other violation of Board policy.

The discipline of students is addressed in the policies, regulations and procedures that establish the District's comprehensive code of student conduct, which is posted on the District's website.

Remedies may include the imposition upon a responsible respondent of any additional nondisciplinary measures appropriate to effecting a remedy for sexual harassment and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant's right to access the District's education programs and activities.

Interim Action

Emergency Removal

The District may remove the respondent from the District's education programs and activities prior to the start or completion of the grievance procedure on an emergency basis provided that the District:

1. Performs an individualized safety and risk analysis;
2. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
3. Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision may not be construed to modify any rights under federal disability laws.

Administrative Leave

The District may place an employee respondent on administrative leave during the pendency of the grievance process in accordance with Board policy and law. This provision may not be construed to modify any rights under federal disability laws.

Investigating a Formal Complaint

Consolidation

Formal complaints may be consolidated as to allegations of sexual harassment under Title IX against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation Process and Scope

After the formal complaint is filed, the investigator will provide an investigative report to the decision-maker. The investigation may be conducted by someone other than the Title IX coordinator. The investigator will gather evidence sufficient to reach a determination of responsibility or nonresponsibility and may not require the parties to do so.

During the investigation and the grievance process, the District will:

1. Provide equal opportunity to present witnesses, including fact and expert witnesses, and all evidence, including inculpatory and exculpatory evidence.
2. Not restrict the parties from discussing the allegations under investigation or gathering and presenting relevant evidence.
3. Provide the same opportunity for parties to have others, including an advisor of their choice, present during any grievance proceedings and related meetings, though the District may restrict the extent to which advisors may participate as long as the rules apply to both parties.
4. Provide written notice to parties who are invited or expected to participate of the date, time, location, participants and purpose of all hearings, investigative interviews or other meetings with sufficient time for the parties to prepare to participate.
5. Obtain written, voluntary consent before accessing records, such as medical records or counseling notes, that a physician, psychiatrist, psychologist or other recognized professional or paraprofessional made or maintained in connection with the provision of treatment to the party. If the party is at least 18 years old or is enrolled in postsecondary education, the party can sign on his or her own behalf. Otherwise, a parent/guardian must sign on the party's behalf.
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence upon which the District does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source.
7. Send to each party and the party's advisor, if any, the evidence subject to inspection and review prior to completion of the investigative report and within 20 business days of the parties receiving notice of the formal complaint. The evidence may be sent in an electronic format or hard copy. The parties will be given at least ten business days, as required by law, to submit a written response, which the investigator will consider prior to the completion of the report.
8. Create an investigative report that fairly summarizes relevant evidence and send it in an electronic or hard copy format to each party and their advisors, if any, for their review and written response. The investigative report must be sent no later than ten business days prior to the time of determination of responsibility by the decision-maker, as required by law.

Dismissal of the Formal Complaint

If the District determines that the allegations, even if proved, would not constitute sexual harassment under Title IX as defined in this policy, did not occur in the District's education program or activity, or were not

committed against a person in the United States, the formal complaint will be dismissed. The dismissal does not mean that a complaint cannot be made under another District policy or that any misbehavior will not be addressed under another policy or the District's code of conduct.

The District may dismiss a formal complaint or any allegations in a formal complaint at any time if:

1. The complainant notifies the Title IX coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations in the formal complaint;
2. The respondent is no longer enrolled in or employed by the District; or
3. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination of responsibility based on the merits of the formal complaint or allegations therein.

If the formal complaint is dismissed, the District will notify the parties simultaneously. A party may appeal the dismissal of a formal complaint by submitting a written notification of appeal to the Title IX coordinator within five business days of receiving the notice that the complaint was dismissed. If the Title IX coordinator or the investigator dismissed the complaint, the dismissal will be heard by the decision-maker. If the decision-maker dismissed the complaint, the dismissal will be heard by the appellate decision-maker. The appeal is limited to the following bases:

1. There was a procedural irregularity that affected the outcome.
2. There is new evidence that was not reasonably available at the time the dismissal was made that could affect the outcome of the matter.
3. The Title IX coordinator, investigator or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome of the matter.

Time Consumed by the Investigation

It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. Not more frequently than every other week, any party may request the Title IX coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion.

Submission for a Determination of Responsibility and the Related Findings and Conclusions

The Title IX coordinator will designate someone to serve as the decision-maker to determine whether the respondent is responsible for sexual harassment under Title IX. The designated person may be a District administrator, an attorney or another appropriate adult. The person designated cannot have been part of the investigation.

Procedures of the Decision-Maker and Party Questions and Answers

After the parties receive the final investigative report, each party may submit to the decision-maker any written, relevant questions that the party wants asked of any party or witness. Each party will receive the answers to the questions and will be allowed time to submit limited follow-up questions. The decision-maker:

1. Will permit questions and evidence about the complainant's sexual predisposition or prior sexual behavior only if such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
2. May exclude a question that is not relevant. The party who submitted the question will receive an explanation as to why the question was judged not relevant.

Preponderance of the Evidence Standard

The decision-maker may find the respondent is responsible for the alleged sexual harassment under Title IX only when the evidence provided more clearly and more probably favors the complainant's claim (preponderance of the evidence).

Decision-Maker's Findings and Resulting Remedies

Within 20 business days after the closing of the questions period, including follow-up questions, the decision-maker will provide a written Title IX decision that includes:

1. The allegations potentially constituting sexual harassment under Title IX;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and other methods used to gather other evidence and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the facts to the District's code of conduct and, if the student code of conduct is implicated, a referral of a student respondent to District officials charged generally with the discipline of students pursuant to Missouri law;
5. A statement of and rationale for the result as to each allegation, including a determination of responsibility, any disciplinary actions recommended to the District to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written Title IX decision will be provided to the parties simultaneously, and a copy will be provided to the Title IX coordinator.

Finality of the Title IX Decision

If an appeal is filed, the Title IX decision becomes final on the date that the District provides the parties with the written determination of the result of the appeal. If an appeal is not filed, the Title IX decision becomes final on the date on which an appeal would no longer be considered timely.

Disciplinary Matters and Implementation of Discipline and Remedies

The Title IX coordinator is responsible for effective implementation of any remedies, including coordination with the District's disciplinary authorities. The complainant is not a party to the disciplinary procedures concerning a respondent. The administrator(s) responsible for discipline will base that discipline on the final Title IX decision, recommendations made by the decision-maker and any changes made as a result of an appeal.

Process for Informal Resolution of Formal Complaints

After a formal complaint has been filed and at any time prior to reaching a determination of responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. If a party requests the use of an informal resolution process, the District will provide the parties a written notice that:

1. Discloses the allegations and the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
2. Discloses that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
3. Discloses any consequences resulting from participating in the informal resolution process, including the records that, with voluntary written consent from the parties, will be maintained or could be shared; and
4. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process may not be used to resolve allegations that an employee sexually harassed a student.

If the informal resolution process does not resolve the formal complaint within 30 business days after both parties consented to use the process, the Title IX coordinator will resume the grievance process unless both parties again consent to continue using the informal resolution process.

Confidentiality

Except as required by law, as permitted by the FERPA statute or regulations or to carry out the purposes of Title IX, including the conduct of any investigation, hearing or judicial proceeding arising thereunder, the District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including:

1. Any individual who has made a report or filed a formal complaint of sexual harassment under Title IX;
2. Any complainant;
3. Any individual who has been reported to be the perpetrator of sex discrimination;
4. Any respondent; and
5. Any witness.

The District must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

Standards of Conduct

Policy GBCB

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

1. Become familiar with, enforce and follow all applicable Board policies and regulations, administrative procedures, other directions given by District administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other District employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the District, administrative staff and supervisors. Conduct business with the appropriate designated person or department.

5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of District property, and immediately report loss or theft of District property.
6. Attend all meetings called by supervisors or the District administration unless excused. Arrive at work and leave work at the time specified by the District or as directed by a supervisor, and follow District policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of District data.
8. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others. If a commissioned law enforcement officer is not immediately available to assist in the search, the search will be conducted by a District employee and District administrator.
13. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
14. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
15. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.

16. Employees will not represent their personal opinions as the opinions of the District and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the District.

Staff/Student Relations

See [Policy GBH](#)

Definitions

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

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

Student – Individuals currently enrolled in the Wright City RII School District.

General

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

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

Absolute Prohibitions

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

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

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

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

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

Failure to Maintain Boundaries

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

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

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the District or the staff

member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

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

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

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the District may report staff members to law enforcement and the Children's

Division (CD) of the Department of Social Services for further investigation, and the District may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

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

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

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

Student Seclusion, Isolation and Restraint

See *Policy JGGA*

The District will treat all students with dignity and provide a safe learning environment for students and a safe working environment for District personnel. Seclusion and restraint interventions will be used only when necessary and in accordance with this policy, and they will never be used as a form of punishment or for the convenience of District personnel. The restrictions in this policy apply to the District and any other provider of educational or related services to the student on behalf of the District.

The Board directs the superintendent or designee to train and direct District personnel to use with fidelity measures to proactively address student behaviors, such as positive behavior support techniques, and to identify students with disabilities who may need behavior intervention plans.

Definitions

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

District Personnel – All persons employed by the District or performing services on behalf of or at the direction of the District, including persons working with students as independent contractors or on behalf of an independent contractor.

Mechanical Restraint – The use of any device or equipment to restrict a student's freedom of movement. This term shall not include devices implemented by trained personnel or used by a student with a prescription for such devices from an appropriate medical or related service professional that are used for specific and approved purposes for which such devices were designed, such as the following:

1. Adaptive devices or mechanical supports used to achieve proper body position, balance or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
2. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
3. Restraints for medical immobilization; or
4. Orthopedically prescribed devices that permit a student to participate in activities without risk.

Physical Restraint – A personal restriction such as person-to-person physical contact that immobilizes, reduces or restricts the ability of a student to move the student's torso, arms, legs or head freely. This term shall not include:

1. A physical escort, which is a temporary touching or holding of the hand, wrists, arm, shoulder or back for the purpose of inducing a student to walk to a safe location;
2. Comforting or calming a student;
3. Holding a student's hand to transport the student for safety purposes;
4. Intervening in a fight; or
5. Using an assistive or protective device prescribed by an appropriately trained professional or professional team.

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

Prone Restraint – Using mechanical or physical restraint or both to restrict a student's movement while the student is lying with the student's front or face downward.

Restraint – Includes, but is not limited to, mechanical restraint, physical restraint and prone restraint.

Seclusion – The involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving. This term shall not include:

1. A timeout;
2. In-school suspension;
3. Detention; or
4. Other appropriate disciplinary measures.

Timeout – A behavior management technique that is part of an approved program, involves the monitored separation of the student in a nonlocked setting, and is implemented for the purpose of calming.

Seclusion and Restraint Limitations

District personnel will reserve the use of seclusion or restraint for situations or conditions in which there is imminent danger of physical harm to self or others. Any student placed in seclusion or restraint shall be removed from such seclusion or restraint as soon as District personnel determine that the student is no longer an imminent danger to self or others.

Seclusion Spaces

In the limited situations where seclusion is used, it must occur in a room that complies with applicable building codes. The space in which the student is confined should be a normal-sized meeting room or classroom commonly found in a school setting with standard lighting, ventilation, heating, cooling and ceiling height and

that is free of objects that could cause harm to the student.

Mechanical, Physical or Prone Restraint Limitations

District personnel are prohibited from using any mechanical, physical or prone restraint technique that:

1. Obstruct views of the student's face;
2. Obstructs the student's respiratory airway, impairs the student's breathing or respiratory capacity, or restricts the movement required for normal breathing to cause positional or postural asphyxia;
3. Places pressure or weight on or causes the compression of the student's chest, lungs, sternum, diaphragm, back, abdomen or genitals;
4. Obstructs the student's circulation of blood;
5. Involves pushing on or into the student's mouth, nose, eyes or any part of the face or involves covering the face or body with anything including, but not limited to, soft objects such as pillows, blankets or washcloths;
6. Endangers the student's life or significantly exacerbates the student's medical condition;
7. Is purposely designed to inflict pain; or
8. Restricts the student from communicating. If an employee physically restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have their hands free of restraint for brief periods unless District personnel determine that such freedom appears likely to result in harm to self or others.

Parent/Guardian Notifications

The District will attempt to notify the parents/guardians of the student as soon as possible but no later than one hour after the end of the school day on which seclusion or restraint occurred. Notification will be oral or electronic and will include a statement indicating that the District or District contractor will provide the parents/guardians a copy of the report required by law and this policy within five school days.

Monitoring and Reporting

District personnel shall monitor the use of student seclusion or restraint and shall complete a report for each incident that minimally contains the following:

1. The date, time of day, location, duration and description of the incident and interventions;
2. Any event leading to the incident and the reason for using seclusion or restraint;
3. A description of the methods of seclusion or restraint used;
4. The nature and extent of any injury to the student;
5. The names, roles and certifications of any District personnel involved in the use of seclusion or restraint;
6. The name, role and signature of the person who prepared the report;
7. The name of an employee whom the parent/guardian can contact regarding the incident and use of seclusion or restraint;
8. The name of an employee to contact if the parent/guardian wishes to file a complaint; and
9. A statement directing parents/guardians to a sociological, emotional or behavioral support organization and a hotline number to report child abuse and neglect.

The report will be an education record of the student. The District or District contractor will provide a copy of the report to the parent/guardian of the student within five school days, and a copy of each incident report will be given to the Department of Elementary and Secondary Education within 30 days of the incident.

Retaliation Prohibited

School board members, administrators and District personnel will not retaliate against any person for reporting a violation of this policy or failure to follow state law regarding seclusion and restraint. Likewise,

retaliation is prohibited against any person for providing information regarding a violation of law regulating seclusion and restraint.

Students with Disabilities

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

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

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

Reporting Suspected Child Abuse

See *Policy JHG*

The District and its Board members and employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Board members and employees must cooperate fully with investigations of child abuse and neglect. The District prohibits discrimination, negative job action or retaliation against any person who in good faith reports alleged child abuse or neglect, including alleged misconduct by another District employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

Definitions

Abuse – Any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody and control or by any other person, except that discipline including spanking, administered in accordance with law, shall not be construed as abuse. Physical injury, sexual abuse and emotional abuse are defined by the Children's Division (CD) of the Department of Social Services in 13 C.S.R. 35-31.010.

Child – Any person under 18 years of age.

Mandated Reporter – Employees, officials, school board members and others with care, custody and control of children in the District.

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

Sexual Misconduct – Engaging in any conduct with a student, on or off District property, that constitutes the crime of sexual misconduct involving a child under § 566.083, RSMo.; sexual contact with a student under § 566.086, RSMo.; illegal sexual harassment as defined in policy AC, as determined by the District; or child abuse involving sexual behavior, as determined by the Children's Division (CD) of the Department of Social Services.

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

Reporting Requirement

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

Mandated reporters who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the District liaison(s) about the report. The school principal or designee may also notify law enforcement or the juvenile office when appropriate. Mandated reporters who have reason to believe that a victim of abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state may make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state in addition to notifying the Missouri CD pursuant to this policy.

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

Information from the Children's Division

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

Immunity

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

Reporting Bullying

See *Policy JO-1*

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

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

Confidentiality of Student Records and Compliance with FERPA

See *Policy JO-1 and Administrative Procedures JO-1-AP(1) and JO-2- AP (2)*

Student records, as defined by the Family Educational Rights and Privacy Act (FERPA), are confidential records and may not be disclosed without parent/guardian or eligible student consent unless a legally recognized exception applies. Educators may disclose student records to other District employees who have a legitimate educational reason to view the record. District employees should familiarize themselves with all FERPA requirements. All District employees are required to comply with the legal requirements related to student records.

Staff Communications

See *Policy GBCBB*

The District encourages employees to be mindful of how their communication impacts the school community and expects them to take responsibility for their own communications, whether on or off duty. Employees are prohibited from representing personal opinions as those of the District and must clarify when speaking as an individual rather than a District representative. All communications made while working for or representing the District must remain professional.

Staff Use of Communication Devices

See *Policy GBCC*

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

Definitions

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

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

General Use

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

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

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

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

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

Use in Vehicles

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

1. Driving District-provided vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for District use in a District activity.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.

3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

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

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.
5. Play music, as long as the employee operating the vehicle does not turn on, select or otherwise manipulate the device while operating the vehicle or supervising students as described above.
6. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

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

Use of District-Provided Communication Devices

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

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

Personal Use of District-Provided Communication Devices

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

Staff Guidelines for Use of Social/Electronic Media

The Wright City R-II School District encourages our staff to use electronic media to communicate with parents and students. The District provides all staff with a District email, however we encourage multiple forms of communication. Electronic communication/social media guidelines are outlined below. We have created guidelines for the use of such media for several reasons.

1. We want to protect the students, staff, and District.
2. The line between public/private and personal/professional are blurred in the digital world.
3. Even personal social media sites can fall under the Staff Conduct board policy and can be grounds for disciplinary action and part of your evaluation.

Does the communication pass the TAP test?

Electronic communication with students and parents should always be Transparent, Accessible, and Professional as defined below:

1. **The communication is transparent.** ALL electronic communication between staff and students/parents should be transparent. As a public school District, we are expected to maintain openness, visibility and accountability in regards to all communication.
2. **The communication is accessible.** ALL electronic communication between staff and students/parents should be considered a matter of public record, part of the District archives, and/or may be accessible by others.
3. **The communication is professional.** ALL electronic communication from staff to students/parents should be written as a professional representing the Wright City RII School District. This includes word choice, tone, grammar, and subject matter that model the standards and integrity of a Wright City RII professional. Always choose words that are courteous, conscientious, and generally businesslike in manner.

Facebook Page

A Facebook Page, not a Facebook Group, can be appropriate as a supplemental method of communicating electronically with student groups and parents. Unlike Facebook groups, pages are visible to unregistered students and parents and thus indexed and easier to find. Any group/organization, or teacher who would like to create a Facebook page should follow the guidelines below.

1. Make sure that your settings don't allow fans to post, or add photos, videos or links to your wall.
2. Set the Profanity Blocklist to Strong.
3. Turn the Message button off.
4. Notify your building principal, Activities Director (if sport/activity), and Director of Communications of your plans to use a Facebook Page for communication.
5. The Director of Communications will create Facebook pages and add staff and their administrator to the page. At no point should staff remove the Director of Communications, Building Principal and/or Activities Director access to the page.
6. If using student photos, make sure to NEVER use students who are part of the "Not Pictured" lists (check with your building secretary).
7. "Like" the District's Facebook page and other District pages from your page. Share posts from other District Facebook pages on your page.
8. Make sure to include the District's Posting/Commenting Guidelines on your in the About section of the Page.

- a. We welcome your comments as a means of sharing your own experiences, suggesting improvements or chiming in on the conversation. To keep our page focused, we have set some comment guidelines.
- b. This page is moderated and all comments are reviewed by the Wright City RII Schools Communications Department.
- c. To ensure exchanges that are informative, respectful of diverse viewpoints and lawful, we will not allow comments that are or include:
 - Off Topic. We will delete comments not related to the subject of the page entries.
 - Spam. Comments focused on selling a product or service will not be posted.
 - Personal Attacks. If you disagree with a post, we'd like to hear from you. We do ask that you refrain from personal attacks or being disrespectful of others.
 - Illegal. Laws that govern use of copyrights, trade secrets, etc., will be followed.
 - Language. Comments including but not limited to: profane or provocative language, hateful, racially or ethnically offensive or derogatory content, threats, obscene or sexually explicit language will be deleted.
 - Links to outside websites. We will not allow fans to include links to websites for any purpose.
- d. Contact Us Directly. District social media accounts are not meant to circumvent regular communication channels for sharing personal issues & concerns. While the District makes every effort to respond to direct questions in a timely manner, comments regarding a personal issue with the District or a school staff member will be removed. If you have a personal issue or concern and wish to share it, contact District staff directly.

Best Practices for Use of Social/Electronic Media

The following are suggestions to assist you in creating, maintaining or participating in the various forms of communication and social networking sites available. This is not a comprehensive list and will continue to be updated. Your personal social networking pages are a reflection of you as a professional and as a member of the Wright City Schools team.

1. Avoid defamatory comments, obscene material or proprietary information.
2. Do not post or state anything that you would not state at the front of the classroom.
3. Assume whatever is posted/written will be seen by everyone.
4. Do not discuss students or other employees.
5. Consider whether postings will adversely impact your ability to be a role model for students.
6. Never accept a friend request from a student. If a friend request is received from a student, notify the administration and parents.
7. Set privacy settings to carefully control individuals who will have access. Limit the types of information that your friends can view. Consider creating friend lists and set different permissions for different lists.
8. Check your site regularly.
9. Use strong passwords that are different than others used.
10. Be mindful that anything you publish will be public for a long time – protect your privacy.
11. During a crisis/emergency situation associated with the school/District, staff **should not** be posting or asking for information via social media, texting, or email. During these situations, rumors can spread quickly and staff should be using this time to ensure the safety of those in their care.

Social Media Guidelines for Staff

We encourage responsible participation in social networking sites, subject to existing policies concerning the use of social media during work hours and other applicable policies, including, but not limited to, those concerning non-discrimination, anti-harassment, anti-bullying, and copyright/fair use. We ask that you carefully

consider the very public forum you are participating in and act in a way that appropriately represents both your professional reputation and Wright City Schools.

You are responsible for what you post; communications that would be deemed inappropriate or actionable if they occurred inside or outside of the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back. Some specific guidelines we ask you to consider:

Use Common Sense. Use common sense when posting online. While these guidelines are in no way intended to limit or infringe upon your rights to comment upon the workplace, it remains good practice never to post anything that would embarrass you or Wright City RII Schools or would call your professional reputation into question.

Be Transparent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work, and what you do.

Be Respectful. While the Wright City Schools respects the rights of its employees to exercise their rights, employees should not make any derogatory statements about colleagues or students or other comments that would reflect poorly on your professional reputation or the reputation of Wright City Schools. You are ultimately responsible for your comments, and Wright City Schools recommends that you thoughtfully consider your rights and responsibilities before posting.

Be Aware of Liability. You are personally responsible for the content you publish online or send in a private message. "Content" includes personal comments, links, photographs, audio or video, and content created by other users that you choose to share, send, or re-post. As an employee of the District, content you post should not include provocative photographs, sexually explicit messages, content showing or promoting the excessive or irresponsible consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing. Remember, even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.

Know that "Delete" Doesn't Mean Gone Forever. Be mindful that any content you publish will be public for a long time. Not only can your content show up in Google and other search engines, but the FTC allows private corporations to store publicly accessible Facebook posts for a period of some seven years to be used in employee background checks made by current or potential employers. Moreover, even posts and messages that are "private" or designed to disappear after a short time may be subject to discovery in legal actions.

Once Posted, You Can't Take It Back. You should be mindful that once something is posted, you cannot take it back. In most instances, deleting content will not make it disappear. Deleted content can still show up in online searches. Or, with the click of a button, other users can take a screenshot, re-post, or share your content with others. Even if you share your content with a very limited number of people, nothing prohibits your contacts from sharing the information you post.

Be Mindful When Posting Photos. Special care should be taken when posting personal photographs. Remember, your social networking site is an extension of your personality and professional reputation. All photographs should be posted with the assumption that they could end up in the public realm.

Always a School Employee. The lines between public and private, personal and professional, are blurred in the digital world. Even when you have a disclaimer or use a different username, you will always be considered to be a District employee. Whether it is clearly communicated or not, you will be identified as working for and sometimes representing the school in what you do and say online. Your online behavior should reflect the same standards of honesty, respect, and consideration you apply offline.

Build Community. Represent the District and the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor Wright City Schools in general. Your posts and comments should help build and support the school community. You are responsible for what you post, be certain it is accurate and supports your organization. Before you post or share content, ask yourself if you would want to see that content in the newspaper or on the evening news. Would you feel comfortable if your content was read by colleagues, your students, parents, or the Board of Education? If the answer is “no,” then the content is best not shared.

Do Not Share Confidential Information. Online postings and even private message conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. Photos and videos of students should be posted only on your District social media accounts with parental consent, which is obtained each school year as part of enrollment and the Family Educational Rights and Privacy Act (FERPA). It is an opt-out procedure that is coordinated at the District level and shared with employees each year to ensure proper information is withheld from social media release.

Protect Your Privacy. You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. You should also understand that even with maximum privacy settings in place, or in social media apps designed to make content disappear, content can still find its way into the public domain.

Responding to Negative Comments and Criticism. If you become aware of social media content that raises questions or objections about you or any other Wright City Schools employee, it should be reported to your supervisor without delay.

Technology Usage

See [Policy EHB](#)

The purpose of Policy EHB is to facilitate access to District technology and to create a safe environment in which to use that technology.

Definitions

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

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

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

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

Password – A unique string of characters that a user must enter to gain access to a resource.

Authorized Users

The District’s technology resources may be used by authorized students, employees, School Board members, community members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the District’s policies and procedures and sign or electronically consent to the District’s User Agreement prior to accessing or using District technology resources, unless excused by the superintendent or designee. Use of the District’s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to District technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the District’s technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the District’s network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the District. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using District technology. Electronic communications, downloaded material and all data stored on the District’s technology resources, including files deleted from a user’s account, may be intercepted, accessed, monitored or searched by District administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with District policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return District technology resources to the District upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

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

Content Filtering and Monitoring

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

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

The superintendent or designee will create a procedure that allows students, employees or other users to request that the District review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

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

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

Closed Forum

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

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

Violations of Technology Usage Policies and Procedures

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

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

Damages

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

District Email Use and Signature

District email should be used for District business. Employees may only use the approved ADA compliant signature on emails sent from a District email account. The following is prohibited in email signatures:

- PDF attachments
- Links to external websites
- Quotes or personal statements
- Pictures, graphics, or other visual depictions that are not part of the approved District-provided signature format

Purchasing

See *Policy DJF-1*

The Board recognizes the importance of a sound fiscal management program and expects District staff to maximize the resources available for the District's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. All purchasing will be conducted in a manner that provides full and open competition consistent with the standards of state and federal law.

All funds deposited with the District, regardless of source, are considered District funds and are subject to this policy. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole board. No unbudgeted purchase will be made without prior Board approval unless this policy's emergency provisions are applicable.

Competitive Purchasing

Appropriate informal purchasing methods may be used for purchases under \$50,000. Formal purchasing methods are required for purchases that may exceed \$50,000.

The District will select the lowest or best bid. The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions detailed by the District. Among other factors detailed in the bid specifications, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

When the superintendent or designee determines that it is in the best interest of the District, products or services may be purchased by competitive negotiations or proposals rather than competitive bids. Likewise, the superintendent is directed to create procedures that allow the District to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase, or the District has contracted for procurement services. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers.

Except for when purchases are being made with federal funds, the District may purchase local goods and/or services when the quality and price are competitive with other firms,

In addition to the requirements of this policy and the accompanying procedure, the provisions of policy DJFA and related procedures must be followed when federal funds are used.

Emergency Situations

Unless competitive bidding is required by law, the superintendent may waive the requirement for competitive bids or proposals after determining that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary to protect against further loss of or damage to property or prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and only to the extent necessary to alleviate the emergency.

Debarred or Suspended Providers

The District will not do business with providers who have been suspended or debarred on a state or federal level. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

Confidentiality

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the District or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Credit and Purchasing Cards

Authorized District employees may use credit cards or purchasing cards issued to the District to make certain purchases for the District or pay for reasonable travel expenses incurred when performing official duties. Employees will not use these cards to circumvent the bidding and purchasing requirements established by law and board policy. All purchases made using District cards must be attributed to the appropriate budget code and must conform to the board-adopted budget.

The Board will approve which employee positions will be issued District purchasing cards and the limitations on the cards.

Any employee using a District card shall sign a card usage agreement and will receive training on applicable procedures for card use. District employees issued a card must provide documentation, such as receipts and applicable budget codes, justifying expenditures.

All employees issued a District card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent immediately. No person may use the card other than the authorized employee to whom the card was issued. District employees will surrender all cards upon completion of their employment with the District or upon demand by the District.

Prohibited Activity and Reporting Requirements

The District expects all staff members to comply with the letter and intent of all District policies and procedures regarding purchasing. Under no circumstances may employees use District funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding

requirements or design bid specifications to favor a particular provider.

All District employees must report suspected fraud, theft or misuse of District funds to the superintendent or designee immediately. District employees may be disciplined or terminated from employment for failing to follow board policy or District procedures and for any misuse of District resources, including District credit and purchasing cards.

The superintendent or designee will contact law enforcement and file a report or sign a complaint on behalf of the District in situations where a crime may have occurred.

Fundraising Procedures

Policy IGDF & Policy GBCA

We have current policies and procedures in place for fundraising (primarily policy IGDF), which exist to protect all District staff from any appearance of fraud, misuse of funds, or discrimination. First and foremost, the building administration should approve all fundraisers before soliciting funds. All fundraising proceeds should be payable only to Wright City R-II School District and deposited into a District bank account. At no time should a District employee have funds directed to themselves or a private account. Going outside the District's fundraising policies and procedures opens the employee up to liability, including public scrutiny with the appearance of fraud or misuse of funds and personal tax liability for the income collected.

The District has several options for collecting fundraising payments that meet District accounting requirements, including:

- Direct payments to Wright City Schools
 - Delivered in person or by mail to the Central Office
 - Delivered in person or by mail to any of our District buildings
 - Cash donations receive a receipt and are deposited daily
- Contributions through the District website
 - Parents paying a student's lunch balance may choose to donate an additional amount towards unpaid balances in the District
 - Online payment links for specific fundraisers, such as athletic summer camps or the technology waivers
- Contributions to a building's local PTO (Parent Teacher Organization)
- Tax-deductible donations to the Wright City R-II Foundation

The District continues to research safe and effective methods to collect fundraising donations. We will advise all staff when additional options are available.

District-Sponsored Fundraisers

The Board prefers that the school district financially support District-sponsored student programs and activities. However, in some cases it may be necessary to raise funds to help support these District endeavors, and the District may involve students in these fundraising activities. Principals and superintendents will use the utmost discretion in approving fund-raising activities.

The superintendent and principals will be directly responsible for all District-sponsored fundraising activities conducted in the District or sponsored in any manner by the District. All District-sponsored fundraising activities must first be approved by the building principal and the superintendent or designee and must

comply with the requirements set out in District policies and procedures, including the District's wellness program and District funds management rules. All funds collected in a District-sponsored fundraiser will be deposited in District accounts.

Student-Initiated Group Fundraisers

Student-initiated groups are not District sponsored, but these groups have the same access to District facilities, communications channels and fundraising opportunities as District-sponsored noncurricular groups. These groups may conduct fundraising activities, but must follow the same rules applicable to District-sponsored noncurricular groups.

Fundraising by Other Groups

For liability and funds management purposes, it is essential that District staff not confuse District-sponsored fundraising with fundraising conducted by booster clubs or other groups not directly controlled by the District. Although the District welcomes community involvement in and support of District programs, the District cannot take responsibility for fundraising or the funds collected by such groups. To avoid confusing parents, students and community members participating in the fundraising efforts, only District-sponsored fundraising subject to District rules may occur during the school day or class time.

A group may only use the name, logo or mascot of the District or of a District school in reference to a fundraiser if the fundraiser has been approved by the superintendent or designee or the School Board and the funds raised go to the District as represented in the advertising.

District Approved Crowdfunding

The rules in this section apply only to District-approved crowdfunding activities. The purpose of these controls is not to thwart the charitable intentions of donors but to promote legal compliance, consistent messaging, and confidence in the handling of funds, as well as to prevent duplication of efforts and gift purposes.

The superintendent or designee shall vet proposed crowdfunding platforms and limit them to those with a satisfactory reputation and expected functionality for both donors and the District.

Before a solicitation through crowdfunding, the superintendent or designee must give approval in writing after reviewing all relevant details of the request. The superintendent or designee's review must include, but is not limited to:

1. An assessment of legal and District policy compliance;
2. A determination of whether the crowdfunding will interfere with other fundraising efforts;
3. Assurance that the District does not have the targeted property, supplies, or materials (if any); and
4. An investigation into whether the District can adequately support, store, or maintain the gift when received.

In District-approved crowdfunding, the requesting party hosting the solicitation is the agent of the school District for financial purposes. The personal profile of the requesting party as it appears on the website or platform must reference the party's connection to the District. All funds, supplies, materials, and property that are donated via District-approved crowdfunding are considered the property of the District, not the requesting party.

The crowdfunded gift(s) will be transferred from the crowdfunding website or platform directly to the District whenever possible. The superintendent or designee is responsible for determining how and where to use the gifts in a manner consistent with the purpose of the crowdfunding request.

The District does not issue individual acknowledgments or receipts to crowdfunding donors, although the crowdfunding site may do so. Donors are responsible for their own tax considerations and documentation when using crowdfunding to support the District.

Substitute Plans

In the event of an absence, Teachers are responsible for providing lesson plans and other pertinent information for a substitute. A substitute teacher should readily be able to find lesson plans and teachers should indicate necessary books and materials. Written instructions should include a daily schedule, a seating chart, supervisory responsibilities, location of teacher materials, supplies, emergency procedures and names of children who work with specialists or are excused from activities for medical reasons.

Securing Classroom Doors

It is the expectation that each classroom door remains locked at all times. The door may be propped open with a door stop, or a magnet may be placed in the threshold of the door to permit student movement as necessary. The expectation is that each classroom door remains locked and that it is able to be securely closed within 3-5 seconds of notification of a lockdown or a hold-in-place announcement. Principals and custodians will check doors during the school day as part of normal school operations to ensure doors remain locked.

Visitors in the Workplace

Policy KK & Policy KK-AP(1)

District Property

Parents/Guardians and patrons of the District are welcome to visit District schools and attend District events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The principal or designee of each school building will post appropriate signs to direct visitors to designated doors nearest the building office. It is the responsibility of all District employees to direct visitors to the office and report any person in violation of District rules.

Student Visitation

In general, visitors to District property are not allowed to speak directly with students unless it is part of the District's education program or a parent/guardian has given permission.

The District understands that parents/guardians sometimes need to briefly communicate with a student during the school day or during a school activity and will accommodate such communications when possible. However, the District refuses to mediate visitation and custody disputes among parents/guardians and other relatives or accommodate visits that the District determines could be distracting to a student. The District discourages parents/guardians, grandparents and other relatives from visiting students during school hours or school activities.

The superintendent or designee has the discretion to prohibit a parent/guardian or other relative from, for example, eating lunch with a student, attending class parties or field trips or pulling a student out of class if such a visit could interfere with the education program or be disruptive; if one of the parents/guardians

objects; if there is a current dispute regarding custody or visitation of the student; or if District employees are uncertain as to whether a person may legally have contact with a student.

Classroom Observations

Parental involvement with school activities is encouraged, and the District provides opportunities for such involvement. However, because classroom visits can be disruptive to the educational process, the District does not permit parents/guardians or others to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance after consulting with the teacher.

Service Providers

The District does not permit outside entities to provide services to students on District property unless the service providers are working with the students in conjunction with the District's student health services program or pursuant to an agreement with the District.

Enforcement

The Board encourages parents and other members of the public to visit District buildings and attend District events and activities; however, inappropriate behavior or conduct will not be tolerated.

Examples of inappropriate conduct include, but are not limited to:

1. Possessing or being under the influence of any alcoholic beverage or illegal substance.
2. Possessing a weapon in violation of Board policy.
3. Violating Board policy or the posted or stated rules of the event.
4. Fighting or otherwise striking or threatening another person.
5. Failing to obey the instructions of a security official or school District employee.
6. Engaging in any illegal or disruptive activity.

The superintendent will notify appropriate District staff of any individuals who are prohibited from being on District property, including the dates of the ban and any applicable exceptions.

Staff Grievances

See *Policy GBM*

The Wright City R-II School District is interested in employee concerns and ideas for improving the District. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion.

Grievance

Because violations of Board policies and regulations, are particularly problematic, the Board has developed a formal process for addressing these grievances in Policy GBM.

Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies, or regulations. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all District employees to cooperate in the grievance process.

Employees who wish to file a grievance unrelated to alleged unlawful discrimination, harassment or retaliation should follow the procedure detailed in Policy GBM. If more than one (1) District grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern. If any part of a grievance includes allegations of illegal discrimination or harassment, or if the grievance is factually similar to a complaint filed by the same employee regarding illegal discrimination or harassment, the entire grievance will be resolved in accordance with policy AC or ACA, as applicable.

Documentation

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated in the course of the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law. If an employee is disciplined as a result of the grievance, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board policy or required by law.

Appendix

The links below are provided by the Missouri Department of Labor & Industrial Relations at <https://labor.mo.gov/posters>.

Posters/Notices Required by the State of Missouri

- [Notice to Victims of Domestic and Sexual Violence Leave Time Allowed](#) (LS-112)
- [Notice to Workers Concerning Unemployment Benefits](#) (MODES-B-2)
- [Workers' Compensation Law](#) (WC-106)
- [Discrimination in Employment](#) (MCHR-9)
- [Missouri Minimum Wage Law](#) (LS-52)
- [Discrimination in Public Accommodations](#) (MCHR-7)

Posters Required by the Federal Government

- [Employee Polygraph Protection Act \(WHD 1462\)](#)
- [Employee Rights Under NLRA](#)
- [Fair Labor Standards Act: Minimum Wage \(WHD 1088\)](#)
- [Family and Medical Leave Act \(WHD 1420\)](#)
- [Job Safety and Health: It's the Law Poster \(OSHA 3165-12-06R\)](#)
- [Know Your Rights: Workplace Discrimination is Illegal](#)
- [Uniformed Services Employment and Reemployment Rights Act](#)