



# **CITY OF ST. CHARLES SCHOOL DISTRICT CERTIFIED/PROFESSIONAL STAFF HANDBOOK**

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**2022-23**



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**PRESENTED TO  
SCSD Board of  
Education**

**PREPARED BY  
SCSD Human  
Resources Department**

# **City of St. Charles School District**

## **Certified/Professional Staff Handbook 2022-2023**

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### **STATEMENT OF ACCOUNTABILITY**

**Please read this handbook carefully and refer to it as needed. It is your responsibility to familiarize yourself with its contents. This handbook is only a summary of our policies. If you have any questions, please direct them to your supervisor or to the Assistant Superintendent of Human Resources for clarification. Information in this handbook does not supersede policies, administrative procedures or regulations developed and formally approved by the Board of Education. Any inconsistency or contrary provision shall be controlled by Board Policy. This handbook can be viewed on-line at <http://www.stcharlessd.org> select Department, Human Resources, Employee Handbook page. Hard copies of this handbook can be found in each district building as well.**

Table of Contents

<b>Board of Education and District Administrators.....</b>	<b>88</b>
<b>Certification.....</b>	<b>9</b>
<b>Change in Personal Data.....</b>	<b>7</b>
<b>Collective Bargaining.....</b>	<b>4</b>
<b>Complaints and Grievances.....</b>	<b>19</b>
<b>Comprehensive School Improvement Plan.....</b>	<b>5</b>
<b>Criminal Background Checks.....</b>	<b>54</b>
<b>Deductions.....</b>	<b>7</b>
<b>Division of Family Services.....</b>	<b>20</b>
<b>Drug Free Workplace.....</b>	<b>42</b>
<b>Employee References.....</b>	<b>38</b>
<b>Employee Resources.....</b>	<b>75</b>
<b>Employee Work Related Injury Procedure.....</b>	<b>78</b>
<b>Evaluation of Staff.....</b>	<b>11</b>
<b>Extra-Allowance Payments.....</b>	<b>8</b>
<b>Extra-Allowance Stipend.....</b>	<b>75</b>
<b>Faculty and Staff Computer Usage Guidelines.....</b>	<b>61</b>
<b>Family Educational Rights and Privacy Act (FERPA).....</b>	<b>70</b>
<b>Family Medical Leave Act.....</b>	<b>29</b>
<b>Insurance.....</b>	<b>38</b>
<b>Lactation Support.....</b>	<b>57</b>
<b>Mandatory Employee Training.....</b>	<b>75</b>
<b>Mileage Chart.....</b>	<b>77</b>
<b>Mileage Reimbursement.....</b>	<b>17</b>
<b>Payday Schedules.....</b>	<b>8</b>
<b>Personnel Records.....</b>	<b>17</b>
<b>Political Campaigns.....</b>	<b>74</b>
<b>Professional Employee Substituting.....</b>	<b>17</b>
<b>Professional Staff Assignments/Transfers.....</b>	<b>12</b>
<b>Professional Staff Compensation.....</b>	<b>15</b>
<b>Professional Staff Fringe Benefits.....</b>	<b>36</b>
<b>Professional Staff Long-Term Leaves and Absences.....</b>	<b>36</b>
<b>Professional Staff Meetings.....</b>	<b>14</b>
<b>Professional Staff Short Term Leaves.....</b>	<b>21</b>
<b>Professional Staff Substitute Procurement.....</b>	<b>17</b>
<b>Professional Staff Time Schedules.....</b>	<b>14</b>
<b>Prohibition Against Anti-Discrimination/Harassment Policy.....</b>	<b>44</b>
<b>Promotion, Acceleration, and Retention of Students.....</b>	<b>68</b>
<b>Public Solicitations/Advertising.....</b>	<b>71</b>

<b>Renewal of Professional Staff Members.....</b>	<b>9</b>
<b>Reporting and Investigating Child Abuse/Neglect.....</b>	<b>65</b>
<b>Reproduction of Copyrighted Materials.....</b>	<b>61</b>
<b>Resignation of Professional Staff Members.....</b>	<b>41</b>
<b>Retirement Statement.....</b>	<b>42</b>
<b>Review of Existing Extra-Allowance Stipend Position.....</b>	<b>76</b>
<b>School Volunteers.....</b>	<b>52</b>
<b>Searches of Students.....</b>	<b>74</b>
<b>Seclusion, Isolation and Restraint.....</b>	<b>62</b>
<b>Sexual Harassment.....</b>	<b>51</b>
<b>Staff Absences and Tardiness.....</b>	<b>20</b>
<b>Staff Concerns/Building Climate.....</b>	<b>14</b>
<b>Staff Conduct.....</b>	<b>5</b>
<b>Staff Use of Communication Devices.....</b>	<b>55</b>
<b>Staff/Student Relations.....</b>	<b>7</b>
<b>Supervision of Professional Staff.....</b>	<b>10</b>
<b>Supervision of Students.....</b>	<b>61</b>
<b>Technology Usage.....</b>	<b>58</b>
<b>Universal Precautions.....</b>	<b>55</b>
<b>Use of Tobacco Products and Imitation Tobacco Products.....</b>	<b>43</b>
<b>Who to Call List.....</b>	<b>79</b>
<b>Worker’s Compensation.....</b>	<b>34</b>

## **INTRODUCTION**

This Employee Handbook is a general guide to the District’s employment policies and practices and includes some of your benefits and responsibilities as an employee. It is informational only, and is not intended to be and should not be construed as a contract. The District reserves the right to review the policies, procedures and benefits and make revisions based on the need for or desirability of change. Thus, any policy, procedure, or benefit outlined in this Handbook may be modified with or without advance notice. District policies are on the district web site: <http://www.stcharlessd.org> (click on OUR DISTRICT, then BOARD OF EDUCATION, then BOARD POLICIES).

**City of St. Charles School District  
Collective Bargaining Agreement  
Certified/Professional Staff 2022-2024**

Available online at following link:

<http://www.stcharlessd.org> Employees – Employee Resources

## **MISSION**

The City of St. Charles School District will REACH, TEACH, and EMPOWER all students by providing a challenging, diverse, and innovative education.

## **VISION**

The City of St. Charles School District will be an educational leader of academic excellence that prepares students to be successful in all aspects of life.

## **CORE VALUES**

We, the City of St. Charles School District community of students, parents, staff, and patrons, value...

- High quality education for all students.
- Staff that are highly qualified, diverse and engaged.
- Informed decisions that are student centered, data driven, and fiscally responsible.

## CSIP GOALS

For planning purposes, five overarching goals have been developed. These goals are statements of the key functions of the school district.

### 1. Student Performance Key Objectives:

- Increasing student achievement
- Systematic approach to intervention and enrichment
- High quality professional development and research-based best practices
- Trauma informed schools and social-emotional needs

### 2. Highly Qualified Staff Key Objectives:

- Recruit a culturally diverse staff
- Competitive salaries/benefits for all staff
- Explore opportunities for additional staffing to support: instructional and mental health supports, social emotional needs, and content-area specialists

### 3. Facilities, Support, and Instructional Resources Key Objectives:

- Provide excellent facilities and support services for the District
- Ensure the safety and security for students, staff, and visitors
- Provide high quality instructional resources for students, teachers, and families
- Maintain and enhance District technology resources

### 4. Parent and Community Key Objectives:

- Centralized/standard method of communication
- Systematic/proactive in supporting families
- Engage ALL families
- Build intentional partnerships with community

### 5. Governance Key Objectives:

- Provide PreK-12 school transitions to include efficiency, strong communication within those transitions, and continued evaluation of our grade level model
- Maintain fiscal responsibility and consider opportunities to balance resources to assure equity throughout the District
- Improve the public image of the District and continue the utilization of the SCSD United plan

## **STAFF 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 building administration. Exceptions should be discussed and approved by the building administration. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Maintain records as required by law, Board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. The Board expects all students to be properly supervised at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
13. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
14. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
15. 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**

**Policy: GBH**

The relationship between staff members and students in the school district should be one of cooperation, understanding and mutual respect. All employees have the responsibility to provide an atmosphere conducive to learning, which should be accomplished through effective individual and group discipline. All students and staff will treat each other with respect.

Differences and problems that arise between an employee and student are typically best worked out by conferences between these two (2) persons or between the employee and the parent of the student. However, employees and students should immediately report a violation or perceived violation of the district’s nondiscrimination and anti-harassment policy (AC), regardless of whether a conference has been held.

No employee may use his or her status as an employee to adversely influence a student of the district. No employee may date, make advances toward, or engage in any sexual relationship with a district student, regardless of the student’s age, the perceived consensual nature of the relationship, where the advances are made or whether the employee directly supervises the student. Further, no employee may discuss or plan a future romantic or sexual relationship with a student. All employees possessing evidence of or witnessing such conduct or sexual harassment shall report it to the district’s administration immediately. All employees or school officials who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse to the principal or to the Children's Division (CD) of the Department of Social Services hotline, pursuant to state law.

**CHANGE IN PERSONAL DATA**

If you move to a different address, change your name, marital status, or receive a new telephone number, please notify the Human Resources Office, in writing within five days.

**DEDUCTIONS**

The following deductions can be made from the employee’s paycheck. This would be determined by the individual’s participation, place of residence, and teacher certification.

Social Security (FICA & Medicare)	Group Vision Insurance	St. Charles Education Foundation
City Tax	Retirement Systems of MO	Care to Learn
Federal Tax	Sec. #125 Cafeteria Plan	Association Dues
State Tax	Tax Sheltered Annuity	UNUM Plans
Group Health Insurance	United Way Fund	Flexible Spending Accounts
Group Life Insurance	Long-Term Disability Insurance	Health Savings Accounts
Group Dental Insurance	Short-Term Disability Insurance	

It is the responsibility of the employee to notify the Payroll Department in writing of any change that will affect his/her tax deductions. If you wish a certain amount to be withheld each pay period, please state the desired deduction on your W-4 form when you are hired or anytime thereafter by notifying the Payroll Department.



**PAYDAY SCHEDULES**

**Policy: DLA**

Professional staff (exempt) contracted or otherwise regularly employed on a 12-month basis will be paid twice a month on the fifth and twentieth days of the month.

Professional staff (exempt) contracted or otherwise regularly employed for less than 12 months per year shall be paid in 24 equal installments. Twenty equal installments will be paid on the fifth and twentieth days of the month, August through May. Two equal installments will be paid on June 5<sup>th</sup> and two equal installments on June 20<sup>th</sup>. The first payment for the next school year will be made on August 5<sup>th</sup>.

Professional staff being paid by time sheet will be paid on the fifth and twentieth days of the month based on hours worked.

When the fifth or twentieth of the month falls on Saturday, Sunday or a holiday, professional staff shall receive paychecks on the last work day preceding the fifth or twentieth.

**EXTRA-ALLOWANCE PAYMENTS**

If you have a year-long extra-allowance position, you will receive equalized payments over 23 pay checks throughout the year. For seasonal activity sponsors, however, we are no longer offering the 23-24 pay option. This change allows the district to minimize pre-payment of services as much as possible. As a result, we have limited payment options for seasonal stipends to a maximum of 10 payments. This prevents payment to individuals for services not yet provided and more closely aligns payment with the dates of actual service. Seasonal coaches/sponsors choosing 10 equalized payments will be paid in the following months:

Fall Season	August - January
Winter Season	November - March
Spring Season	January – May

**RENEWAL OF PROFESSIONAL STAFF MEMBERS**

**Policy: GCPF**

The St. Charles R-VI School District will consider professional staff performance and the district's future staffing needs at least annually and make decisions regarding the continued employment of professional staff members for the next school year.

**Employment Contracts**

Certificated employees whose employment has been renewed will receive contracts no later than May 15.

Professional employees subject to contract renewal by law shall have 15 calendar days from receipt of a contract to sign and return the contract to the designated person in the district, or the district, in its discretion, may consider the employment offer revoked. The district may also set a date for the return of contracts that are not regulated by law. Failure to return the contract by that date will be considered a rejection of the district's offer of employment.

In accordance with law, if a certificated employee has a multi-year contract in which the employee's salary is set in the contract for the next fiscal year, the Board cannot take action to increase the salary in the existing contract unless the employee's duties are increased.

### **Tenured Teachers**

By law tenured teachers have an indefinite contract with the district and are therefore automatically considered employed for the next school year without Board action. In accordance with law, the district will notify these teachers on or before May 15 of their compensation for the next school year in accordance with the salary schedule and the school calendar.

### **Probationary Teachers**

On or before April 15 of each school year, the Board shall provide written notification of contract nonrenewal to probationary teachers who the district will not retain. If the teacher's contract was nonrenewed due to a decrease in student enrollment, school district reorganization or the financial condition of the school district, the written notice will include the reason for nonrenewal. Otherwise, upon request, the district will provide a concise written statement of the reason or reasons the contract was not renewed.

### **Certificated Administrative Staff Ineligible for Tenure**

The following rules apply to the employment renewal of all certificated administrative staff other than the superintendent. On or before April 15 of the year in which a contract expires, the Board shall notify administrators in writing concerning their re-employment. Any motion regarding re-employment of such employees shall include only one person and shall be made in the positive. A majority of the elected members voting in the affirmative shall constitute re-employment.

Nonrenewed administrators who have tenure as a teacher in the district will be offered a teaching position in accordance with law and must provide written notice to the district by June 1 if they do not intend to accept the position.

If an administrator is nonrenewed or demoted, and if the employee has been re-employed five times by the district, the employee may, within ten days following receipt of the notice, request a written statement of reasons. The statement shall be provided within ten days of receipt of the request. The employee shall be granted a hearing if requested in writing within ten days after receipt of the statement of reasons. The hearing shall be held within ten days of the receipt of the request and shall be open at the employee's request. The employee may have counsel, testify, offer evidence and cross-examine witnesses. After the hearing, no further action by the Board shall be required.

### **Noncertificated Professional Staff**

Unless otherwise required by law, the district may nonrenew the contract of a noncertificated professional staff member by notifying the employee prior to entering into a new contract with the employee that his or her contract will not be renewed, or as allowed within the noncertified employment agreement, either party may terminate the agreement, during the term of the agreement, by providing written notice to the other party ten workdays before the intended termination date. In general, the district does not enter into employment contracts with noncertificated professional staff. Noncertificated professional staff employees are considered at-will employees and will continue to be employed with the district from year to year unless notified otherwise. When applicable, the district will provide reasonable assurance of continued employment status to employees prior to the summer break.

### **Due Process and Allegations of Sexual Misconduct with a Student**

If a district employee's contract is not renewed 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 a due process hearing when required by law if such a hearing was not already provided. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process, if any, to provide.

## **CERTIFICATION**

All teachers in the City of St. Charles School District must obtain and at all time maintain a valid certificate of license to teach in the public schools in the District and the State of Missouri. The City of St. Charles School District expects all teachers to be appropriately certified in each grade/subject area he/she is teaching. Teachers issued a license prior to September 1, 1988 have a **Life Classification** and maintain this certificate without completing any further requirements after the initial issue.

Please make sure you are aware of the expiration date for your certificate. Contact the Human Resources office for assistance in completing your upgrades to the CCPC or for any requests for renewals or extensions. Additional information regarding certificate and certificate upgrades and renewals may be found by contacting the Office for Teacher Certification with the Department of Elementary and Secondary Education via phone or through their website. The URL for the DESE website providing you links to the following information is:

<http://dese.mo.gov/educator-quality/certification/teacher>

### **TO LOG INTO YOUR ONLINE EDUCATOR PROFILE**

To access your certification account (online profile) you must first log into DESE **Web Applications** with a user ID and password, and then choose the Educator Certification System link located on the User Applications page. Your certification account (online profile) provides access to each of the following:

- Update your certificate
- Apply for or upgrade a certificate
- Print out a certificate
- View a certificate or pending application
- View assessment scores
- Check for the receipt of transcripts
- Check fingerprint/background status

**Please Note:** If you have not logged in to your certification account (online profile) in over 12 months, then you will need to register for a new user id and password in order to restore your access. You will need to follow steps 1 & 2 of the **Educator Certification System Help Guide** to complete this process.

## **SUPERVISION OF PROFESSIONAL STAFF**

### **Policy: GCM**

No teacher will be subjected to arbitrary or capricious discipline.

Whenever a professional employee is required to appear before the Board of Education or representatives of the Board concerning any matter when the discharge, suspension or written reprimand of the employee is contemplated, he or she will be given prior notice of the reasons for such meeting, will be entitled to the presence of a representative and will be provided with copies of all available documents to be presented.

Any complaint made against a professional employee by any parent, student or other person will be called to the attention of the professional employee. Any complaint not called to the attention of the professional employee may not be used as a basis for any reprimand, discipline or discharge (per the Board approved Performance-Based Teacher Evaluation procedures referred to in policy GCN).

Any professional employee whose employment is being terminated will be afforded the applicable procedures outlined in state law.

In the event a professional employee is not continued in employment, the Board will, upon written request, advise the professional employee of the reason therefore in writing.

## **EVALUATION OF PROFESSIONAL STAFF**

### **Policy: GCN**

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

#### **Evaluation of Professional Staff Other Than Teachers**

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

#### **Teacher Evaluations**

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

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

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

#### **Teaching Evaluation Standards**

Teachers in the St. Charles RVI School District will be held to the following standards:

1. **Content Knowledge Aligned with the Appropriate Instruction:** The teacher understands the central concepts, structures and tools of inquiry of the discipline(s) taught and creates learning experiences that make these aspects of subject matter meaningful and engaging for all students.

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

### **Counselor, Librarian, and Instructional Coach Evaluation Standards**

The district adopts the model standards for librarians and counselors developed by the Department of Elementary and Secondary Education and adopted by the State Board. The Instructional Coach Evaluation model was created to align with the Teacher Evaluation model to support the work of teaching and learning in the classroom.

### **Recordkeeping**

The staff member receives an electronic copy of documents as they are created and signed. Further, summative evaluations and supporting documents are retained and secured within the web-based platform, accessible to the teacher and to the administrator.

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

### **Policy: GCI**

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent education program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students.

### **Definitions**

*Reassignment* – District-initiated movement of an employee from one position or building to another.

*Transfer* – Movement of an employee from one position or building to another at the request of the employee.

### **Professional Staff Reassignments**

The Board directs the Assistant Superintendent of Human Resources to annually assess the professional staffing needs of the district and reassign staff as necessary to meet those needs. Although the Assistant Superintendent of Human Resources will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The Assistant Superintendent of Human Resources may reassign staff members at any

time, including after a contract has been signed or during the school year. Board approval is required when a reassignment results in a change to the employee's compensation, benefits or contract.

- a. Certificated employees will be notified on or before April 15 annually of their building reassignment for the upcoming year. If the reassignment is known at that time, the individual will be informed of the fact. Within a reasonable length of time after the reassignment has been determined, the individual will be notified in writing.
- b. Reassignment of a certificated employee to the subjects, department and/or grade within the building will be the responsibility of the building principal after holding a conference(s) with the individual(s) involved and as approved by the Assistant Superintendent of Human Resources. Where possible, certificated employees will be notified of their assigned grade level and/or assigned classes no later than June 1.
- c. In making reassignments a teacher's wishes and aspirations, if known, will be taken into consideration but the ultimate decision will be made based on the district's needs.
- d. Before a certificated employee's building grade level and/or department assignment is changed, the employee will be consulted and if the employee requests, reasons will be given.

### **Regulations**

Professional employees shall be assigned to teach within the limits of their teaching certificates and major and/or minor fields of study. Professional employees who have been reassigned to teach in a subject area within the scope of their minor fields of specialization may request assignment in their major fields of specialization, and will be given extra consideration when competing with persons from outside the district.

### **Reassignment Due to Reduction of Staff**

When it becomes necessary to reduce personnel in the district, necessitating the reassignment of certificated employees, the certificated employee(s) must be working in the building in which the reduction of staff is necessary. To be reassigned, the certificated employee(s) must be properly certified and qualified for an existing position. To determine those individuals who are to be reassigned, the following criteria will be followed:

- a. Elementary K-5 – The certificated employee(s) with the least seniority in the district, in the building where the reduction of staff is necessary, will be reassigned, provided the transfer does not create a vacancy that cannot be filled by an individual currently assigned to that building.
- b. Secondary 6-12 – The certificated employee(s) with the least seniority in the district in the building, in the department where the reduction of staff is necessary, will be reassigned, provided the transfer does not create a vacancy that cannot be filled by an individual currently assigned to that building.

Those certificated employee(s) who are teaching in special subject areas such as special education, remedial reading, elementary physical education, elementary music, elementary art, etc., with the least seniority in the district, in the subject area where the reduction is necessary will be reassigned to positions for which they are certified and qualified.

### **Professional Staff Transfers**

Transfers during the school year are discouraged and will be considered only in extraordinary circumstances. Professional staff requesting a transfer during the school year must submit a letter requesting a transfer and discuss the request with both the employee's immediate supervisor and the Assistant Superintendent of Human Resources.

- a. The Assistant Superintendent of Human Resources shall advise all certificated personnel of vacancies and/or new positions that occur in the district. Except in emergencies, such vacancies will be posted on the bulletin



boards in school offices and teacher lounges at least five school days prior to filling the permanent position. The five-day posting period will be waived between July 1 and the beginning of the school year except for new positions.

- b. All personnel seeking a transfer shall file their request with the Assistant Superintendent of Human Resources by the last day of the current school year. Reasons for requesting a transfer will be given in writing *and kept in confidence upon request*.
- c. Certificated personnel requesting a transfer or those who must be reassigned will be granted an interview for the posted positions for which they apply and are qualified. As an exception, staff members interested in K–6 positions for the coming school year must participate in spring interviews with the group of K–6 principals who will be referenced in consideration for K–6 openings that are posted for the coming school year. All interviewed candidates will be notified in a timely manner regarding the status of the posted position. Candidates applying for a transfer after the cutoff date will not be guaranteed an interview.
- d. Application for a different position by a person currently employed by the district shall not be a factor in determining that person's re-employment in his or her present position.
- e. Before a candidate from outside the district is to be recommended to the Board to fill a position for which in-district candidates have interviewed, the Assistant Superintendent of Human Resources and the building principal will formally review that recommendation. The purpose of the review is to ensure that all steps have been followed regarding in-district candidates.

#### **STAFF CONCERNS/BUILDING CLIMATE**

Building Climate Representatives will be selected by the principal and SCEA building representative. The principal will meet with Building Climate Representatives once a month to discuss building level concerns/issues. Select staff members will be trained in Interest-Based Bargaining to facilitate problem-solving at the building level. In addition, each building will assess school climate annually.

#### **PROFESSIONAL STAFF MEETINGS**

##### **Policy: GCKB**

Faculty meetings are recognized as one way of communicating with staff. In addition to the regular school hours of duty attendance, all called and regularly scheduled faculty meetings shall be considered a part of each teacher's/nurse's professional contract. It is expected that such meetings shall close at a reasonable hour. Efforts will be made to notify teachers/nurses of faculty meetings at least one week in advance.

Since the primary responsibility of the teaching staff is the instruction of children, the district will assure that the interruption of the instructional process and the demands upon a teacher's time will be minimal. Therefore,

1. Curriculum review committee meetings will be voluntary and reimbursed at the posted rate or awarded continuing education credit.
2. Staffing for special services will be held during a teacher's regularly scheduled work day whenever possible.

#### **PROFESSIONAL STAFF TIME SCHEDULES**

##### **Policy: GCJ**

The standard school day is defined as that period of time a teacher is required to be in an educational facility as a participant in his or her standard teaching assignment. A teacher is required to be in the classroom each school day at least 20 minutes before the beginning of school. At the close of the school day, each teacher shall be available in the

classroom for a reasonable amount of time. It is mandatory that teachers grant before- or after-school time at pupil or parent request for conferences or help pertaining to any teacher-pupil situation. Every full-time teacher in the School District of the City of St. Charles shall have preparation time of not less than 250 minutes per week exclusive of lunch during the school day. Preparation time shall be scheduled as continuous time wherever possible. In any event, teachers (K-12) shall receive at least one 30-minute continuous preparation period per day, except that the building principal, in consultation with the teachers, may make such exceptions as are deemed necessary.

A teacher/nurse may leave the school premises during school hours when proper arrangements have been made and consent of a building principal or assistant principal has been obtained. In the absence of a building administrator, notification should be left with the building secretary.

A teacher shall have as a minimum a 25-minute duty-free lunch period. A nurse shall have as a minimum a 30-minute duty-free lunch period.

On days when all students are released from school so that parent-teacher conferences can be held, no additional meetings will be held that teachers will be required to attend. Building principals will seek input from their staffs when changes to scheduled starting and ending times are proposed.

## **PROFESSIONAL STAFF COMPENSATION**

### **Policy: GCBA**

The St. Charles R-VI School District needs highly qualified employees to accomplish its education mission and must offer competitive compensation to attract and maintain experienced professional staff in the district. The Board directs the superintendent or designee to annually research regional and statewide trends in employee compensation and consult with district employees to prepare competitive salary schedules and salary recommendations for the Board to consider, within the constraints of the district's finances. 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 adopted. 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. The schedule adopted by the Board will remain in effect until changed or modified by the Board in accordance with law.

### **Professional Staff Salary Schedule**

The Board is required to adopt a salary schedule for the compensation of teachers. Therefore, the Board will annually adopt a salary schedule that also applies to other professional employees, except administrators, and will place each professional in the school district on the salary schedule at least commensurate with, but not limited to, education, prior experience and experience in the district. The officially adopted salary schedule applies to all professional employees except members of the administrative staff.

The Board-adopted salary schedule may recognize characteristics beneficial to the district, such as certification and teaching in high-need areas, when it deems it necessary to secure or retain qualified personnel in any area where there is a shortage of staff. The Board of Education reserves the right to place teachers on the salary schedule at the time of employment as may be necessary to fill vacancies.

The following rules apply to the district professional staff salary schedule unless determined otherwise by the Board:

1. The Board will make every effort to adopt salary schedules prior to the statutory deadline for issuing teacher and administrator contracts, but salary schedules and other compensation must be determined along with the

district budget no later than June 30. Any Board-adopted salary schedule will remain in effect and continue to operate until the Board takes action to change or eliminate the salary schedule.

2. The Board may freeze the operation of the salary schedule when warranted by the financial condition of the district or for other relevant reasons, as determined by the Board. Once a salary schedule is frozen, employees will not advance on the salary schedule until the Board votes to authorize movement on the salary schedule. If the salary schedule is frozen for more than one year before the Board authorizes movement, employees will advance to the next step for which they were eligible at the time the schedule was frozen unless the Board determines that it is financially feasible to allow employees to move through all steps missed while the schedule was frozen. Alternatively, the Board may adopt a new salary schedule that accurately reflects the salary associated with the appropriate years of service.
3. An employee may not advance more than one step vertically and one column horizontally per year on the salary schedule unless such movement is allowed by the Board-adopted rules and is uniformly applicable to that particular salary schedule or is otherwise approved by the Board.
4. An employee cannot progress on the salary schedule after entering into a contract for a school year unless such movement is specifically authorized in the contract.
5. Credit on the salary schedule may be granted for undergraduate credit earned after the bachelor's degree or master's degree, district workshops, curriculum work, some foreign travel, and other in-service offerings. Applications must be submitted to the assistant superintendent for curriculum and instruction for approval. Continuing Education Unit (CEU) applications that are denied may be appealed to the CEU committee, composed of three teachers and three administrators. The degree attained as well as graduate college hours toward a master's degree or beyond shall determine the column placement on the salary schedule.

Contract modifications for graduate credit (CEUs) and/or a master's or higher degree shall be granted at the beginning of the fall semester only. Verifications of credit (official transcript) for contract modification form must be received by the office of the Assistant Superintendent for Human Resources on or before November 1.

Teachers acquiring sufficient graduate credit or college credit from an accredited institution and previously approved by the assistant superintendent-curriculum or after attaining a master's degree may advance to the appropriate columns on the salary schedule. Teachers receiving 30 hours of graduate credit beyond the master's degree may advance to the MA+30 column on the salary schedule.

Education courses and other professional development may not be used to advance on a salary schedule unless the employee had prior administrative approval to take the course or participate in the professional development and count it for advancement on the salary schedule.

6. The district may recognize up to six years (placement on the seventh step) of similar, previous experience of an employee when placing that employee on the salary schedule. The Board delegates to the superintendent or designee the authority to set guidelines on which previous experiences qualify. In addition, the district may recognize military service or work experience that the district considers beneficial to the position. The maximum steps granted on the salary schedule for military service shall be two years. The maximum placement for retired teachers is Step 7.

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.

### ***Teacher Salary Schedules***

In accordance with law, participation in a certified teacher externship program will qualify for movement on the salary schedule to the same extent and in the same manner as other graduate-level course credit.

### **Advancement on the Salary Schedule**

Advancement on the salary schedule shall be allowed for the following, unless the Board of Education has established a salary freeze:

- a. The salary a teacher will receive will be determined at the time the teacher contracts with the district, or by June 1 for tenured teachers.
- b. Part-time teachers shall advance on the salary schedule on a pro rata basis according to FTE.
- c. Should the Board approve movement on steps of the salary schedule, all full-time professional employees shall advance one step on the salary schedule for not less than 91 days of service, including service on holidays, teacher meeting days, of the annual contract in the district.

### **Compensation for Extra Duties**

In some situations and with Board approval, the district may provide an employee with extra-duty compensation or a stipend to compensate the employee for performing additional duties. In those situations, the Board will determine the amount of compensation, which may be set by adopting an extra-duty salary schedule or approving a specific amount for the position.

### **Employee Responsibility**

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.

### **Compensation Disbursement**

In general, professional staff will be paid in equal installments over 12 months, even if the employee's regular work schedule is less than 12 months. However, payment for extra duties that are seasonal or limited to a specific timeframe may be paid in the month the work was performed.

### **MILEAGE REIMBURSEMENT**

Staff members assigned to more than one school building are eligible for mileage reimbursement. It is your responsibility to maintain a travel log and complete necessary paper work as directed by your building principal, Human Resources, and/or designated administrator. Staff members must use the approved mileage chart when reporting mileage. The mileage rate is .53 per mile. If you have any questions, please contact your direct supervisor or Human Resources.

Special Education staff complete mileage reports through the office of the Director of Special Education.

### **PROFESSIONAL STAFF SUBSTITUTE PROCUREMENT**

Absences will be reported through the FRONTLINE ABSENCE MANAGEMENT system and vacancies filled accordingly. Please see your building administration for instructions regarding this process.

### **PROFESSIONAL EMPLOYEES SUBSTITUTING**

Professional employees who substitute for another employee shall be paid at the existing hourly/daily incremental substitute pay rate established by the Board.

The building principal will direct a teacher who has volunteered and is available to cover a class for another teacher. The hourly/daily incremental substitute pay rate will be posted annually in the building. In the event of an emergency when no other substitute is available, the principal may designate a staff member to supervise a class during planning time.

## **PERSONNEL RECORDS**

### **Policy: GBL**

It is the intent of the Board of Education to maintain complete and current personnel files for all district employees. 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.

### **Confidentiality**

The district creates and maintains personnel records for district purposes, and in general personnel records will only be available to district employees or independent contractors who are authorized by the district to access the information. In accordance with law, individually identifiable personnel records, performance ratings and records pertaining to employees, former employees or applicants for employment are closed and not accessible to the public. However, the names, positions, salaries and lengths of service of employees must be available to the public upon request. In addition, the district will provide access to personnel records to the district's legal counsel, to state and federal agencies with appropriate authority, and in situations where the record is used to defend the district in a legal or administrative action.

### **Storage**

Personnel records will be stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties with the district have access to the records. There shall be only one (1) personnel file for each individual employee maintained in the central office by the Assistant Superintendent of Human Resources. Files containing immigration records and medical information regarding an employee will be kept separate from personnel files.

### **Parent/Guardian Access**

In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

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

### **Employee Access**

Upon request to and in the presence of the appropriate administrative official, any employee will have the right to inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports

and records created or obtained prior to the employment of the individual, included in confidential placement papers and letters of reference.

Information of a derogatory nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

### **Board Member Access**

An individual Board member has no greater access to confidential personnel records than any member of the public unless the Board member has been granted access by action of the Board or is serving in a capacity that requires such access.

If an individual Board member wants to view an employee evaluation or other confidential personnel information, the Board member may ask for the item to be put on the agenda for the next closed Board meeting. At the meeting, the Board member must explain why he or she has requested access to the record. If access is granted by the Board, the record will be available for all Board members to view at the meeting.

Employment contracts are not considered confidential personnel records, and individual Board members may inspect or copy these contracts upon request.

### **Records Required -- Professional Staff**

The administration shall maintain a personnel file in the office of the superintendent for each teacher it employs. It shall be the responsibility of each teacher to submit the following credentials during the first week of school.

- ▶ An official and complete transcript of college credits.
- ▶ A valid Missouri teaching certificate for the subjects or grades being taught.
- ▶ Withholding exemption certificates -- Federal and Missouri.
- ▶ Membership number in the Public School Retirement System of Missouri.
- ▶ Social Security number.
- ▶ Change of address, if applicable.

### **Release of Paychecks**

It is the responsibility of the individual employee to make any corrections or changes that occur during the time of his or her employment with the district. Paychecks will not be released until all of the required forms have been received by the appropriate administrative office.

## **DIVISION OF FAMILY SERVICES**

In the event that a complaint is filed with the Missouri Division of Family Services or other similar agency alleging that an employee of the District has engaged in abuse or neglect as defined by the Missouri Child Abuse Act, the District will implement such measures as are required and permitted by law and Board policy to safeguard the interests of District students, while also permitting the employee an opportunity to respond to the complaint. The District acknowledges that resolving such complaints involves a careful balancing of the rights of employees and students, together with the District's obligations under state and federal law.



## **COMPLAINTS AND GRIEVANCES**

### **Policy AC**

#### **Policy GBM-1**

The St. Charles R-VI School District 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 St. Charles R-VI School District is an equal opportunity employer.

## **STAFF ABSENCES AND TARDINESS**

### **Policy: GBCBC**

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any 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. 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. The district may share with potential employers seeking information about a former employee the fact that the employee failed to contact the district or resign.

## **PROFESSIONAL STAFF SHORT-TERM LEAVES**

### **Policy: GCBDA**

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. However, the board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The district will allow professional staff members to be absent from their duties for the reasons and the lengths of time listed in board policy, as long as these absences are not excessive.

The district may require an employee to provide verification or certification of an illness from a healthcare provider or supply other documentation verifying the absence, satisfactory to the administration, 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.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise noted.

### **I. Absence from Duty (AFD) Leave**

Certificated employees who work nine and one-half and ten months will receive 13 AFD leave days per year; 11-month employees will receive 14 AFD leave days per year; and 12-month employees will receive 15 AFD leave days per year. This leave may accumulate to a maximum of 180 days. Part-time certificated employees shall receive AFD leave days on a pro-rated basis.

Absences for the reasons described below are eligible for AFD leave:

1. **Sick Leave** – Absences may be charged against AFD 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 professional employee's incapacitation. Family and Medical Leave Act (FMLA) health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave. Verification of absences potentially qualifying for FMLA shall proceed according to the FMLA rules, rather than this section of the policy. (For more information regarding FMLA

leave, see board policy GBBDA.)

- b. Illness, injury or incapacity of a member of the professional employee's immediate family in which instance it is necessary for the professional employee to be with the member of his or her family during such incapacity. (Note: "Family" for FMLA purposes is more limited.)
- c. Illness, injury or incapacity of those of kinship residing within the professional employee's household in which instance it is necessary for the professional employee to be with the relative during such incapacity. (Note: "Family" for FMLA purposes is more limited.)
- d. Illness, injury, incapacity or death of other relatives with permission granted by the assistant superintendent of human resources (HR).
- e. Pregnancy, childbirth and adoption leave in accordance with this policy.

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 to the proper administrator in advance of the time the leave is requested. The administration will respond promptly to the professional employee's request. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. If any professional employee is absent from school or no arrangements have been made with the principal, the professional employee shall as soon as possible provide reasons for such absence.

Excessive absence – The superintendent/designee specifically retains the authority to request verification or certification, satisfactory to the administration, from an employee regarding the reason for the employee's absence whenever the superintendent/designee has reason to believe that an employee may be absent in violation of board policy or may otherwise be abusing the employee AFD leave benefits.

Any employee who does not submit such verification or certification, satisfactory to the administration, within 15 days shall have deducted from his or her pay an amount equal to the number of days absent times the professional employee's regular daily pay, distributed equally over the remaining number of pay periods in that fiscal year.

Absence from duty without proper excuse or verification may be considered grounds for disciplinary action and will result in the deduction of the appropriate number of days pay at the professional employee's daily rate. (Divide the employee's annual contractual salary, including supplementary pay contract if affected, by the number of days specified in the contract.)

No employee will be disciplined or terminated for absences qualifying for protection under the FMLA or other applicable law.

A professional employee, for the purpose of sick leave, shall be defined as an employee in a position that requires certification.

## 2. Sick Leave Absence

All present employees who are eligible for the sick leave reserve as of the beginning of the 1998–99 school year are grandfathered under the following policy.

After a professional employee has completed five consecutive years of service, or the part-time equivalent thereof, in the School District of the City of St. Charles, 130 days of sick leave reserve will be credited to the professional employee to be used only for the purpose of the professional employee's personal illness. Accumulated sick leave combined with sick leave reserve shall not exceed 180 days. All current and accumulated leave shall be expended before leave days can be deducted from the 130-day reserve. Any unused days of current sick leave and personal leave will, at the end of the school year, be used to rebuild sick leave reserve to the 130 days maximum only after the accumulated sick leave has reached 60 days.

Those professional employees returning to the school district, who left on a leave of absence granted by the board of education, may recover their accumulated sick leave and sick leave reserve as it was prior to their departure.

The professional employee shall be notified at the beginning of each school year the total number of current and reserve sick leave days credited to him or her at that time.

### 3. **Sick Leave for Extra-Duty Assignments**

If, due to medical disability, an extra-duty sponsor or coach is unable to perform such extra duty or coaching duties, the professional employee will be compensated for such extra-duty assignment during the time of disability but not to exceed one year. However, to be eligible for such disability pay, the professional employee/sponsor must have completed at least five consecutive years of extra-duty contracts at the time of disability and have been employed by the district in a teaching capacity for at least five years.

### 4. **Personal Leave**

A maximum of three days of AFD leave will be available for personal leave per school year. Professional employees will be granted leave under the following conditions:

- The principal shall be given five days prior notification when feasible.
- No more than three professional employees from one building may use personal leave on any one day.
- Personal leave may not be used the day before or the day after winter/spring break or on the district full day of professional development.
- Request for the personal/professional leave day shall be made by completing the proper authorization form located in the principal's office.
- Following the guidelines noted above, employees may send a written request (cc: principal) to the assistant superintendent of HR requesting permission to use up to two sick days as personal days.

Any exceptions to the above must be approved by the assistant superintendent of HR.

**5. Educational Conference Leave**

A maximum of one day of AFD leave will be available for an employee who chooses to attend an educational conference at his or her own expense. Request for Educational Conference Leave shall be made by completing the Professional Trip Form and receiving prior approval to attend this conference from the principal/supervisor.

**6. Religious Observance Leave**

A maximum of two days of AFD leave will be available per school year for mandatory religious observance. To be eligible for paid leave under this policy, the employee must submit a religious observance request to his or her principal/supervisor at least 30 days prior to the requested leave. In addition, leave under this policy will only be granted for religious observance when the leave requested is a day on which performance of work duties is prohibited by the employee's religion.

**7. Bereavement Leave**

Employees may use three days of paid bereavement leave and two additional days of AFD Leave annually for bereavement for family or friends. Professional employees whose assignment is less than 1.0 FTE may use three days of bereavement at the equivalent hours per day of the teaching assignment for family or friends. An example of this would be a professional employee teaching two hours per day would receive three two-hour days of paid bereavement and two two-hour days of AFD Leave for bereavement. These hours may not be combined; they must be used as separate days. Requests for AFD leave beyond the two days allowed per policy will be considered if submitted in writing to the assistant superintendent for HR. Such requests must include supporting documentation (e.g., funeral notice).

**8. Leave for Continuing Education**

Leave may be granted to an employee for the purpose of entering a summer school program on schedule or to remain in school until the close of the summer session. The number of days absent shall be deducted from the employee's current or accumulated sick leave.

Absences may be charged against AFD leave for court appearances, unless applicable law or policy provides for paid leave, and for leaves authorized by law, policy or the board that would otherwise be unpaid including, but not limited to, leave under the FMLA.

**Pay for Unused Absence from Duty Leave**

Effective beginning with the 2022–2023 school year, certified/professional employees who have full-time equivalent years of service (combined part-time and full-time FTE, this service does not have to be continuous) in the St. Charles School District, as outlined below, will be paid for any unused AFD leave (up to 180 days) for written notification of intent to retire, resign or leave employment as a result of non-renewed, one-year only contract or RIF (reduction in force) at the conclusion of the work agreement for that fiscal year at the following rates:

	<b>Notification by 12/1</b>	<b>Notification 12/2 through 1/31</b>	<b>Notification 2/1 through 6/1</b>
1–9 FTE equivalent years of service	\$60/day	\$50/day	\$40/day
10–19 FTE equivalent years of service	\$70/day	\$60/day	\$50/day
20 or more FTE equivalent years of service	\$80/day	\$70/day	\$60/day

Payments will be made within 60 days of the employee’s separation from the district.

If notice is not possible, the board may make an exception to this policy.

In case of the death of an employee to whom pay for unused leave is owed pursuant to board policy, the unused leave will be paid to an individual designated by the employee. The designation will be assumed to be the same one made by the employee during the annual benefits open enrollment process unless the employee otherwise notifies HR of an alternate designation. If no designation is made, unused leave will not be compensated.

Once a certified professional employee reaches over 150 days in their AFD, they can "cash" on days over the 150 days annually at the max amount for their years of service (see chart above). Employee must submit a written request to HR by December 1 for the AFD payout. Payment will be received within 60 calendar days.

**Workers' Compensation Insurance**

Absence due to injury or illness incurred in the course of the employee's employment shall not be charged against his or her AFD leave days for the period of the Workers' Compensation total disability.

**II. Vacation**

Administrators and other certificated personnel employed on a 12-month basis will receive four weeks of vacation during the contracted year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation. Ten vacation days can be carried over every year with a deadline date of October 1 for using carry-over days.



### Unused Vacation Days

An employee who terminates after one full year of employment will receive pay for unused vacation days.

- Vacation days shall be prorated in accordance with the number of months served during the fiscal year in which the employee terminates.
- Vacation used prior to termination shall be subtracted from the prorated vacation days.
- Employees will be paid for unused vacation days that exceed the number of prorated days for which they are eligible.
- Employees who have used more vacation than the prorated number of days for which they are eligible will have payment for the excess number of days deducted from their final checks.

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

#### **I. Holidays**

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the board. Employees whose assignments are based on a 12-month calendar will be paid for eight holidays. Employees whose assignments are based on less than a 12-month calendar will be paid for one holiday. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year. (See paid holiday eligibility/compensation.)

#### **II. Professional Leave**

Professional leave shall be granted to attend classes or conferences, meet with mentors or participate in other professional growth activities. Professional leave must be approved by the Assistant Superintendent for Curriculum and Instruction in accordance with budgeted substitute days for professional leave, arranged well in advance and is not considered AFD leave.

#### **III. 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 – 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.

#### IV. **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.

#### V. **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.

#### VI. **Jury Duty Leave**

An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

All professional staff employees who are selected for petit jury service and participate as a juror will:

1. Be required to notify the assistant superintendent of HR of this service;
2. Be paid at their regular daily rate;
3. Not be charged for personal leave;
4. Be required to assign their jury duty pay vouchers to the school district before payment is made for days of jury service. If, after appearing for jury selection, the individual is not selected as a juror, he or she must present the notice from the sheriff's office to the assistant superintendent of HR in order to be paid for that day's absence.

VII. **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 AFD leave.

VIII. **Firefighter Leave** – Employees will be allowed to use AFD leave, 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.

- IX. **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 or AFD 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.
- X. **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.
- XI. **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.
- XII. **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, except that employees of districts with fewer than 50 employees but at least 20 employees will be limited to one workweek of unpaid leave. 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. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with law.

### **Pregnancy, Childbirth and Adoption Leave**

This section creates no rights extending beyond the contracted period of employment. Please refer to policy GBBDA for information regarding FMLA. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the

employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district offers employees extra (paid) leave congruent with their FMLA leave. The following extra (paid) leave options are available for employees.

Employees may take up to eight weeks of paid leave (depending on the amount of accrued sick leave), including a week of paid leave using three personal days and two sick days converted to personal, for regular birth/foster care/adoption.

Employees may take up to ten weeks of paid leave (depending on the amount of accrued sick leave), including a week of paid leave using three personal days and two sick days converted to personal, for c-section birth.

## **FAMILY AND MEDICAL LEAVE ACT**

### **Policy: GBBDA**

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

### **Definitions**

The following definitions apply to FMLA leave:

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

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

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

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

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

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

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

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

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

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

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

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

*Spouse* – Husband or wife. In accordance with law and for the purposes of this policy, this includes the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into. If the marriage was entered into outside of any state, the marriage will be recognized if it is valid in the place where it was entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage.

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

## **Eligibility**

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

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.

3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

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

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

## **Notice to Employees**

### ***General Notice***

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

### ***Eligibility and Rights and Responsibilities Notices***

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

### ***Designation Notice***

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will provide written notice to the employee within five business days, absent extenuating circumstances, regarding whether the leave will be counted as FMLA leave. The district will notify the employee if a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

## **Employee Notice to the District**

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

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

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

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is not practicable, the employee must provide notice as soon as practicable and must explain upon request why 30 days' notice was not practicable. "As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

## **Leave Use**

For all FMLA purposes except military caregiver leave, the district adopts a 12-month leave year beginning on the employee's initial day of FMLA.

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
  - ▶ The birth and first-year care of the employee's child.
  - ▶ The adoption or foster placement of a child with the employee.
  - ▶ A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
  - ▶ A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.
2. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of a spouse, child, parent or next of kin who is a covered servicemember. Twenty-six weeks of leave are available per covered servicemember, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
3. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during a single 12-month period, provided that the employee is entitled to no more than 12



workweeks of leave for one or more of the following: the birth of the employee's child or to care for such child; the placement of a child with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter or parent with a serious health condition; for the employee's own serious health condition; or because of a qualifying exigency. For example, an employee could take 16 weeks of military caregiver leave and still have ten weeks available for the birth of a child. However, an employee who used ten weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.

4. When both spouses are employed by the district and eligible for FMLA leave, the leave will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where both spouses use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the spouses would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When both spouses are employed by the district and use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
5. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.
6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent under paid or unpaid leave in accordance with law or district policy. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments no greater than the shortest period of time that the district uses to account for use of other forms of leave, provided that it is not greater than one hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when the district and the employee have reached agreement for how the leave will be used.
8. The district reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

### **Instructional Employees**

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an

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

### **Leave Protections**

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

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. However, the district has the discretion to assign employees taking intermittent leave or returning from FMLA leave to a different position or a position in a different building, grade level or classroom as long as the employee has the appropriate certification or license for the position. Depending on the circumstances, instructional employees may be assigned to substitute teacher positions, positions as in-school suspension supervisors or other district positions for which they are certificated if the district determines that such placement is necessary to ensure consistency of instruction.

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

### **Recordkeeping**

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

### **Enforcement**

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division. 10/8/2015

## **WORKERS' COMPENSATION**

### **Policy: GBEA**

Pursuant to state law, an employee of the St. Charles R-VI School District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment ("a work-related injury") will receive benefits from the district in accordance with this policy and Missouri Workers' Compensation Law ("the Law").

Employees driving district-owned or subsidized vehicles are not covered by this policy when driving such district-owned vehicles to or from the home or to or from the work station.

## **Reporting**

An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report a work-related injury within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the district's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

## **Compensation**

Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this policy, except with respect to those employees whose average weekly wage as defined by the Law ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the Law ("maximum wage").

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at the time of the work-related injury will receive in wages the difference between the employee's average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee's wage rate for purposes of permanent disability benefits.

## **Use of Leave**

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

Employees who are absent due to an illness or injury compensable under the Law and who are receiving such compensation will not lose seniority or any accumulated paid leave (except as provided herein) due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

If an employee is on a workers' compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.

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

## **Medical Providers**

The district may designate medical providers to be used in the administration of workers' compensation claims and treatment. NOTE: If an employee's injury is severe or life threatening, he or she should proceed immediately to the

nearest hospital emergency room. A list of district-designated providers will be available to employees upon request. If a medical provider has been designated by the district and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

An employee with a compensable injury must strictly follow any and all instructions of the treating physician. This compliance includes, but is not limited to: prescription use, therapy, rest, following activity restrictions, and returning for follow-up visits. Compliance with medical instructions is mandatory on and off the job. Failure to comply with the treating physician's instructions may result in the denial of benefits under the Law.

#### **Failure to Return to Work after Physician Release**

An employee who fails to return to work after receiving a release from his or her treating physician to do so will be considered absent from his or her job without authorization.

#### **Loss of Benefits**

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

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

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

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

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

### **PROFESSIONAL STAFF LONG-TERM LEAVES AND ABSENCES**

#### **Policy: GCBDB**

A leave of absence without pay for a school year may be granted by the Board to regularly appointed professional employees who have completed at least five (5) consecutive years of service to the district immediately preceding the year in which the request is made. Written request to the Board should be made prior to March 1 preceding the year of requested absence.

### **PROFESSIONAL STAFF FRINGE BENEFITS**

#### **Policy: GCBC**

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

Unless otherwise indicated in this policy, a professional staff member is considered to be a full-time employee if he or she holds a position designated as full time in the relevant job description.

## **Benefits Fully or Partially Paid by the District**

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

1. *Health Insurance* – A group insurance program of medical coverage will be provided by the Board for all full-time certificated employees. An employee, at his or her expense, may choose spouse and/or dependent coverage.
2. *Dental Insurance* – The Board will provide all full-time certificated employees with A, B, C, D, dental coverage. Such policy will include a \$25 deductible, an annual ceiling of \$1,000 for A, B and C coverage; and a lifetime ceiling of \$1,500 for D coverage. An employee, at his or her expense, may choose spouse and/or dependent coverage.
3. *Life Insurance* – Life insurance will be provided for all full-time, certificated employees in an amount equal to the individual's annual salary, not including fringe benefits or supplementary pay. Premiums will be paid by the Board of Education. Additional life insurance may be purchased by the employee at the district rate.
4. *Personal Possession Insurance* – The Board will provide insurance on certificated employees' personal equipment that is used in the course of instructional duties. This coverage will include a \$25 deductible per occurrence. Equipment will be covered only if it is registered with the business office.
5. Other benefits as approved by the Board.

*Full-Time Personnel* – Employees whose regular assignment requires them to work not fewer than 30 hours/week for not fewer than six hours per day during the period of the employee's work year, excluding vacation, leave and holidays are eligible to receive paid dental and life insurance. Health insurance will be provided in accordance with law.

*Temporary Personnel* – Employees who accept assignment(s) for a predetermined period of time will not be provided Board-paid benefits except as required by law. This stipulation shall be included in the posting notices. The length of service for assignment may be based on:

1. Time needed to complete a specified task;
2. A specific date set for termination of an assignment;
3. The return of a full-time or part-time employee from an absence.

In accordance with law, any contract for an insurance policy provided for the benefit of employees will be submitted to competitive bidding at least every three years.

## **Health Insurance or Group Health Plan**

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

The district may require employee contributions toward district-sponsored health insurance or a group health plan as allowed by law.

Any district health insurance contract or plan shall include a provision allowing persons who retire from the district to remain or become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS) or the Public Education Employee Retirement System of Missouri (PEERS) by paying premiums.

If employment terminates following the last day of the school year and before the commencement of the ensuing school year, certificated employees will receive Board-paid medical insurance in accordance with the current insurance carrier. Notwithstanding the foregoing provision, certificated employees placed on layoff are eligible for continued health benefits as provided in policy GCPA.

### ***Options***

Employees hired prior to June 30, 1990, who chose the annuity option may:

1. Continue with the annuity option;
2. Select to participate in the district's insurance program during the open enrollment periods;
  - a. At the time of enrollment in the district's insurance program, the district's annuity contributions will cease and not be reinstated.

This option is available only for full-time certificated employees.

### **Benefits Provided by the District at Employee Expense**

In accordance with law, the district is required to establish a premium-only cafeteria plan unless the district provides health insurance through a self-insured or self-funded group health plan. Even if the district provides health insurance through a self-insured or self-funded plan, the district may choose to offer employees access to a cafeteria plan or other benefits at the employee's expense.

### **Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) Requirements**

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

### **Insurance Committee**

A committee will be established to review the district's benefits provided under this policy and to make recommendations concerning the insurance specifications submitted for bid. The committee will be established by the Board of Education. Procedures for selecting members who serve on the committee will be determined by the Board or its designee.

### **INSURANCE**

If employment terminates following the last day of the school year and before the commencement of the ensuing school year, certificated/professional employees will receive Board-paid medical insurance accordance with the current insurance carrier. Please contact the benefit specialist for specific information.

### **EMPLOYEE REFERENCES**

#### **Policy: GBLB**

The district will maintain information about current and former employees as confidential within the limits of the law. Only the superintendent, assistant superintendent for human resources, or individuals specifically designated in writing by the superintendent or assistant superintendent for human resources may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the

superintendent, assistant superintendent for human resources, or designee. Upon request, employees will assist the superintendent, assistant superintendent for human resources, or designee with the preparation of accurate reference information.

In accordance with federal law, district employees, contractors and agents are prohibited from writing personal references or otherwise providing assistance in obtaining a new job to any other school employee, contractor or agent who has been accused of sexual misconduct regarding a minor or student, as discussed later in this policy.

**Content of Reference Disclosure**  
***Information Provided as Required by Law***

In accordance with law, the following information about employees or former employees will be provided to any entity or person upon request:

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

In addition, information on allegations of sexual misconduct will be disclosed to public schools or charter schools as detailed below.

***Information Provided with Consent from the Employee or Former Employee***

In response to a reference request, the superintendent, assistant superintendent for human resources, or designee may provide information regarding the employee's work performance including, but not limited to, the following information:

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

**Disclosing Allegations of Sexual Misconduct**

In accordance with state law, when another school district or charter school requests a reference or information regarding a former employee of the district, the district must provide information regarding allegations of sexual misconduct with a student or child as detailed in numbers one through three of this section. The former employee is not required to consent to the release of information prior to the superintendent or designee releasing the information in numbers one through four of this section. The superintendent or designee is authorized to contact the district's attorney for advice on implementing this policy.

Information on allegations of sexual misconduct will be shared in the following situations:

1. *Allegations of Criminal Sexual Misconduct* – If a potential public or charter school employer requests a reference regarding a former employee whose job involved contact with children, the district will, in accordance with state law, notify the potential public or charter school employer if the employee was



terminated, nonrenewed or allowed to resign in lieu of termination (whether through a separation agreement or otherwise) as a result of allegations of criminal sexual misconduct involving a child as defined by § 566.083, RSMo., or as a result of such allegations being substantiated by the State of Missouri's Child Abuse and Neglect Review Board. The district will provide due process to the former employee prior to disclosing the information when required by law.

2. *Allegations of Sexual Misconduct Substantiated by the Children's Division* – If a potential public or charter school employer contacts the district for a reference for any former employee about whom the CD has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the district will provide the results of the CD investigation to the potential public or charter school employer regardless of whether the employee's job involved contact with children.
3. *Violation of Board Policy Related to Sexual Misconduct* – If any public or charter school contacts the district about a former employee, the district will provide the public or charter school information about any violation of Board policy if the violation related to sexual misconduct with a student where the Board, after a contested case due process hearing, determined that the former employee actually violated the policy.
4. *Other Situations* – The superintendent or designee is required to consult the district's attorney when considering whether to release information regarding allegations of sexual misconduct against a former employee when the district is not required by law to do so.

### **Prohibition against Assisting Employees, Contractors or Agents Accused of Sexual Misconduct**

In accordance with law, district employees, contractors and agents who know or have probable cause to believe that an individual who has served as a district employee, contractor or agent has engaged in sexual misconduct with a minor or student in violation of law are prohibited from writing personal references for or otherwise providing assistance to those individuals in obtaining a new job.

This prohibition does not apply to the routine transmission of administrative and personnel files when that is part of the current employee's, contractor's or agent's duties. In addition, this prohibition does not apply if the information was properly reported to law enforcement and other relevant state, federal and local authorities, and:

1. The investigation was officially closed without action; or
2. The prosecutor or law enforcement entity determined there was insufficient information to establish probable cause; or
3. The individual was charged and acquitted or otherwise exonerated of the alleged misconduct; or
4. The case or investigation remains open and no charges have been filed and no indictment has been issued within four years of the date on which the alleged misconduct was reported to law enforcement.

### **Recordkeeping**

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

### **Notice**

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

### **Immunity**

Any district employee who is permitted under this policy to respond to requests for references regarding former employees and who communicates only the information authorized by this policy in good faith and without malice is entitled by law to immunity against any civil action for damages brought by the former employee arising out of the

communication of such information. District employees responding to requests for references in accordance with this policy may request the attorney general to defend them if sued.

### **Allegations of Sexual Misconduct with a Student**

If a former district employee whose job involved contact with children was terminated, non-renewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the Children's Division (CD) of the Department of Social Services' child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school or charter school employer who contacts the district regarding the former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school or charter school employer who contacts the district.

When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school or charter school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide. For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts non-renewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.

## **RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

### **Policy: GCPB**

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 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.

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.

### **Due Process and Allegations of Sexual Misconduct with a Student**

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 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 a due process hearing when required by law. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process, if any, to provide.

### **RETIREMENT STATEMENT**

The district recommends each employee carefully review his or her PSRS/PEERS retirement statement each year to determine the accuracy of the report.

### **DRUG FREE WORKPLACE**

#### **Policy: GBEBA**

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

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

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

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Termination may and typically will be imposed for a first-time offense under this policy. If an employee who violates or is suspected of violating this policy is not terminated, the employee may be required to satisfactorily participate in one (1) or more rehabilitation programs and to submit to substance testing, all in accordance with terms established by the district.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a

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

The district will take appropriate disciplinary action within 30 days.

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

The district recognizes drug dependency as an illness and a major health problem. The district also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plan as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

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

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

## **USE OF TOBACCO AND VAPING PRODUCTS**

### **Ref: 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.

### **Definitions**

*Imitation Tobacco Product* – Any edible or nonedible nontobacco product designed to resemble a tobacco product intended to be used by children as a toy. Imitation tobacco products include, but are not limited to, chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similarly to snuff, and shredded beef jerky in containers resembling snuff tins.

*Smoking/Vaping* – Inhaling, exhaling, burning or carrying any lit or heated cigar, cigarette, pipe or any other lighted or heated product that contains, is made of, or is derived from a natural or synthetic form of nicotine, tobacco or other plants and that is intended for inhalation. Smoking/Vaping also includes carrying or using an activated electronic smoking device.

*Tobacco Product* – 1) Any product, whether synthetic or natural, that contains, is made of, or is derived from tobacco or nicotine that is intended for human consumption by chewing, smoking, absorbing, dissolving, inhaling, snorting, sniffing or ingesting by any other means. 2) Any component, part or accessory of a tobacco product including, but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps; clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

*Tobacco-Related Devices* – Ash trays, rolling papers, wraps or pipes for smoking and any components, parts or accessories of electronic smoking devices.

*Vapor Product* – Any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit or electronic, chemical or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. Vapor product includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic pipe or similar product or device. Vapor product does not include any alternative nicotine product.

#### Smoking Cessation Products

This policy does not prohibit adults from possessing and using products approved by the U.S. Food and Drug Administration for smoking cessation. Students may possess and use those products as allowed under policy JHCD. Signage

Appropriate signage reflecting the content of this policy will be posted throughout the district at building entrances and other highly visible locations in all school buildings, indoor and outdoor athletic facilities and district-owned transportation.

#### Consequences

Students and 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. Visitors may be excluded from district property.

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

### **Policy: AC\_\_**

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

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.

- c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

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

### **Additional Prohibited Behavior**

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

### **Boy Scouts of America Equal Access Act**

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

### **School Nutrition Programs**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the 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. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Consequences and Remedies**



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

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

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

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

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

#### **Definitions**

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

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

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

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

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

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

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.



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

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

**Compliance Officer**

The Board designates the following individuals to act as the district’s compliance officers:

<u>Employees/Students - Title IX</u> Assistant Superintendent of Human Resources St. Charles R-VI School District 400 North Sixth Street St. Charles, MO 63301 Phone: 636-443-4005 Fax: 636-443-4066	<u>Students - ADA / 504</u> Director of Special Education St. Charles R-VI School District 400 North Sixth Street St. Charles, MO 63301 Phone: 636-443-4086 Fax: 636-443-4001
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In the event the compliance officer(s) are unavailable or is the subject of a report that would otherwise be made to the compliance officer(s), reports should instead be directed to the acting compliance officer:

Superintendent of Schools

St. Charles R-VI School District

400 North Sixth Street

St. Charles, MO 63301

Phone: 636-443-4033 / Fax: 636-443-4001

The compliance officer(s) or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the St. Charles R-VI School District.

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

### **Public Notice**

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

### **Reporting**

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

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees

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

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

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

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

### **Investigation**

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

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

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

### **Grievance Process**

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

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

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

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

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

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the

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

### **Confidentiality and Records**

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

### **Training**

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

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

## **SEXUAL HARASSMENT**

### **What is Sexual Harassment?**

Sexual Harassment is a form of sex discrimination that is a violation of Title VII of the Civil Rights Act of 1964.

### **What is "QUID PRO QUO" Sexual Harassment?**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "quid pro quo" sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

### **What is "Hostile Environment" Sexual Harassment?**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "hostile environment" sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **What factors determine whether an environment is “Hostile”?**

The central inquiry is whether the conduct “unreasonably interfered with an individual’s work performance” or created “an intimidating, hostile, or offensive working environment.” Factors that may help determine whether an environment is “hostile” include: (1) whether the conduct was verbal or physical or both; (2) how frequently it was repeated; (3) whether the conduct was hostile or patently offensive; (4) whether the alleged harasser was a co-worker or supervisor; (5) whether others joined in perpetrating the harassment; and (6) whether the harassment was directed at more than one individual. No one factor controls.

### **What is unwelcome sexual conduct?**

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in the sense that the employee did not solicit or incite it, and in the sense that the employee regarded the conduct as undesirable or offensive.

### **Who can be a victim of sexual harassment?**

The victim may be a woman or a man. The victim does not have to be of the opposite sex. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

### **Who can be a sexual harasser?**

The harasser may be a woman or a man. He or she can be the victim’s supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.

### **What should a sexual harassment victim do?**

The victim should directly inform the harasser that the conduct is unwelcome and must stop. It is important for the victim to communicate that the conduct is unwelcome, particularly when the alleged harasser may have some reason to believe that the advance may be welcomed. However, a victim of harassment need not always confront his/her harasser directly, so long as his/her conduct demonstrates that the harasser’s behavior is unwelcome. The victim should also use any employer complaint mechanism or grievance system available.

## **SCHOOL VOLUNTEERS** **Policy: ICC**

The Board of Education recognizes that volunteers make valuable contributions to the district's schools and are an essential component of high student achievement. The Board endorses a volunteer program, encourages volunteer participation and expects district staff to encourage and strengthen community, parent and family involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training volunteers. The district will conduct screening and criminal background checks on volunteers as required by law and policy GBEB before any volunteer is placed in a position where he or she will be left alone with a student or have access to student education records.

Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will be used only to protect students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for district staff. Volunteers will work under the direction and supervision of district staff.

**Volunteer Guidelines**

Building principals are responsible for ensuring that volunteers working with students have approved background checks on file.

Visitors are to check in with the school’s main office and provide a valid driver’s license which will be run through the Raptor system. If approved, the visitor will receive a Visitor Sticker with photo allowing entry into the building

Volunteers who will be left alone with a child and/or supervise overnight trip must have a complete \*fingerprint background check through MACHS. Volunteers needing such a search must contact Kathy Beerman in the Human Resources office for instructions. The volunteer is responsible for the cost of the search, which is currently \$41.50.

\*Fingerprint background checks are much more comprehensive and accurate than “name searches”. The background checks required provide the most comprehensive information, including open and closed records in Missouri, Sex Offender Registry information, and National Criminal Record databases.

**MACHS FBI Volunteer Background Checks should be completed every five years.**

**Volunteer Background Checks - Records Retention/Security**

- Records should be filed under the volunteer’s name in a locked/secure file cabinet designated for such records.
- Records must be kept indefinitely, since students can legally file suit against a district until age 26.
- Access to these files should be limited to the building principal or other district administrators for the purposes of verifying suitability for working with children in a volunteer capacity.

<b>Visitor/Volunteer Background Guidelines</b>		
<p><b><u>Visitors:</u></b> Individuals who are gaining admittance to the school to be in attendance for an assembly, school event, eat lunch with their child or visiting a class party. Visitors are to check in with a school’s front office staff upon which they will be background checked by the school’s Raptor Visitor Management system which is a free service.</p>	<p>Not responsible for supervision of children. Staff present. Visitors should never be alone with students.</p>	<p>Raptor Visitor Management System- must submit ID such as a driver’s license</p>
<p><b><u>Volunteers:</u></b> Individuals who may be periodically left alone with students or have access to student records. Volunteers may chaperone students on field trips, tutor, coach etc.</p>	<p>Working with students- possibility of being alone with students</p>	<p>MACHS FBI Background check</p>



## **CRIMINAL BACKGROUND CHECKS**

### **Policy: GBEBC**

The St. Charles R-VI School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on district property. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy.

### **Definitions**

Criminal Background Check – A search of all of the following:

1. Federal Bureau of Investigation's (FBI) criminal history files;
2. The Missouri State Highway Patrol's (MSHP) criminal history database and sexual offender registry;
3. The Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services;
4. Missouri Case.net; and
5. Other databases required by law or by the district.

Driving Records – Traffic-related offenses contained in the Missouri Department of Revenue's databases.

Rap Back – A program designed to provide school districts automatic criminal history updates about individuals who have been previously fingerprinted. "Rap" is an acronym for "record of arrest and prosecution." Rap Back is available on the state and federal level.

### **Employees**

Generally, the district will conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employees working with students.

In order to participate in Rap Back, the district must conduct its own background checks and may not use any of the above exceptions. Any continuing offer of employment is contingent upon the satisfactory outcome of any district-required criminal background checks. The district has the sole and absolute discretion to determine whether the outcome is satisfactory.

### **Volunteers**

The district will conduct a criminal background check on all individuals volunteering in positions where they may be periodically left alone with students or have access to student records. Volunteers who chaperone students on overnight trips or are sponsors, advisors or coaches of district-sponsored activities must satisfactorily complete a criminal background check.

The district is not required to conduct a background check on volunteers who have had a background check conducted by another Missouri public school within the past year if the district receives a copy of the background check directly from the other district or obtains electronic access to the previous background check.

In addition to the volunteers who are required by law to receive a full background check, the superintendent or designee may require other volunteers to undergo a background check or the district may conduct a search of the MSHP's criminal history database and the FCSR or the CD's central registry of child abuse and neglect.

## **UNIVERSAL PRECAUTIONS**

What do we mean when we say UNIVERSAL Precautions?

Universal Precautions is an approach to infection control in which all human blood and certain body fluids are treated as if known to be infectious for HIV, Hepatitis B and other blood-borne pathogens.

In the school setting, it is not possible to know who may be a carrier of an infectious disease and what germs may be present. Persons with infections do not always have outward signs & often are not aware of being infected. However, you can take universal precautions while you are at work and in other situations that will help protect you from infectious diseases. Universal Precautions include the following actions:

Wash your hands with soap & water at regular times during your workday. Common infectious diseases maybe contracted from dirt and waste encountered in the work place. **BLOOD IS THE SINGLE MOST IMPORTANT SOURCE OF HIV INFECTIONS AND HEPATITIS B.**

Avoid punctures with objects that may contain blood of others.

Handle discharges from another person's body (**PARTICULARLY BODY FLUIDS CONTAINING BLOOD**) with gloves and wash hands thoroughly when you are finished.

Paper towels, tissues contaminated with blood should not be disposed of in a classroom trashcan. These bloody items should be flushed down the toilet or brought to the clinic for disposal.

Open, oozing or bleeding wounds should be cared for in the clinic or covered with a band-aid if the wound does not require cleaning of excess or dried blood. For small cut, students can wash the area with soap and water in the restroom and return to you for a band-aid.

Clothing or supplies contaminated with body fluids should be placed in a doubled plastic bag & tied.

Used needles, exacto blades, broken glass or other sharp instruments should not be discarded in the classroom trashcan but placed in a Biohazard Infectious Wastes Sharps container. There is such a container in the clinic.

Any surface or object that is contaminated with blood or infectious body fluids should be cleaned promptly. Decontaminate surfaces with appropriate disinfectant. Household bleach mixed at a ratio of 1 part bleach to 100 parts water (1/4 cup bleach to 1 gallon water).

## **STAFF USE OF COMMUNICATION DEVICES**

### **Policy: GBCC**

The St. Charles R-VI School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use such 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 the phone 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 employee indicates such to the superintendent or his/her designee, signs the Cell Phone Use Agreement (GBCC-AF), and pays the monthly fee established by the superintendent. In the event that the number of minutes of usage exceeds the limits of the district plan, an amount equal to the overage fee divided by the number of staff who use a district-provided communication device for personal use may be added to those employees who have indicated they will use a district-provided communication device for personal use. 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.

## **LACTATION SUPPORT**

### **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 to 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, whenever 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.

## **TECHNOLOGY USAGE**

### **Policy: EHB**

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

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

### **Definitions**

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

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

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

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

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

### **Authorized Users**

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

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

### **User Privacy**

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

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

### **Technology Administration**

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

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

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

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**

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

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of

direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

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

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

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

### **Closed Forum**

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

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

### **Inventory and Disposal**

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

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

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

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

### **Damages**

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



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

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

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources. (7/12)

## **FACULTY AND STAFF COMPUTER USAGE GUIDELINES**

The District Technology Office of the St. Charles City School District has established the following guidelines for regulating the use of district-owned computing systems and facilities. The following guidelines apply to all district employees.

### **Using Your PC**

It is important to remember that the St. Charles City School District owns the PCs and servers used here. As such, the district reserves the right to monitor the use and content of all PCs, networking equipment, and files stored on its systems. Safeguard your privacy by using the equipment here only for legitimate district purposes.

### **Installing Software**

No employee may—without the specific consent and cooperation of the Technology Office—download and/or install ANY software package onto district computers. This includes, but is not limited to, screen savers, games, educational software, and other third-party programs. For both operational and legal reasons, it is crucial that the District Technology Office manage what software is installed on district-owned Macs and PCs.

### **Purchasing Computer Equipment and Software**

Without exception, the District Technology Office must pre-approve all computer equipment and software purchases. This is essential so that the department can arrange for proper integration of new equipment into our network. Most importantly, it ensures proper software licensing, which is a top priority of the district.

### **Email, Messaging, and the Internet**

Email, messaging, and the internet is to be used only for normal district communication. Using your email account or the Internet to transmit or receive pornographic or inappropriate materials is an extremely serious violation and will result in disciplinary consequences.

## **REPRODUCTION OF COPYRIGHTED MATERIALS**

### **Policy: EGAAA**

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees.

Copyrighted materials, whether they are print or non-print, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

## **SUPERVISION OF STUDENTS**

### **Policy: JHFA**

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

The welfare and safety of students while on school premises is the responsibility of all staff members. The building principal at each attendance center will, with staff input develop and implement a schedule of supervision to provide for student safety during non-instructional time. The building supervision schedule will be implemented so as not to unduly interfere with the instructional program or to unduly burden the staff nor jeopardize the safety of students.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

## **SECLUSION AND RESTRAINT**

### **Policy: JGGA**

#### **Purpose**

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. Obstructs 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.

### **Training**

All district personnel, as defined in this policy, will annually review this policy and district procedures involving the use of seclusion and restraint. Personnel who use seclusion or restraint shall annually complete mandatory training in the specific seclusion and restraint techniques used by the district.

### **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

## **REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT**

### **Policy: JHG**

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

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

### **Definitions**

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

Child – Any person under 18 years of age.

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

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

Sexual Misconduct – Includes, but is not limited to, any conduct with a student, on or off district property, that could constitute a crime that is sexual in nature under Chapter 566 of the Missouri Revised Statutes including, but not limited to, the crime of sexual misconduct involving a child; any conduct with a student that could constitute a serious violation of policy AC, as determined by the district; any conduct that is inappropriate and of a sexual nature that endangers the welfare of a student or students, as determined by the district; or child

abuse involving sexual behavior, as determined by the Children's Division (CD) of the Department of Social Services.

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

### **Public School District Liaison**

The superintendent shall designate an employee to serve as the public school district liaison. The liaison shall develop protocols in conjunction with the chief investigator of the local division office of the CD to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel.

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

### **Training**

#### **For Board Members**

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

#### **For Employees**

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

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

#### **For Students**

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

## **Reporting Child Abuse and Neglect**

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

Mandated reporters who make such reports to the CD must notify the school principal or designee that a report has been made. The 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 of the other state with the authority to receive such reports pursuant to the laws of the other state in addition to notifying the Missouri CD pursuant to this policy.

The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. Employees who make a report in accordance with law shall 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.

## **Reporting Allegations of Sexual Misconduct by a School Employee**

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

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

## **Investigating Child Abuse and Neglect**

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

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



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

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

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

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

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

### **Information from the Children's Division**

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

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

### **Immunity**

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

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

## **PROMOTION, ACCELERATION AND RETENTION OF STUDENTS**

### **Policy: IKE**

The St. Charles School District is committed to the continuous development of students enrolled in the district's schools and recognizes that the pace at which students develop varies.

When determining whether students should be promoted, accelerated or retained, the district shall use all available information, including criterion-referenced test results, classroom performance assessments, other measures of skills and content mastery, teacher observation of student performance and standardized test results. The principal shall direct and aid the teachers in developing student evaluation standards and apply those standards uniformly when making decisions regarding the promotion, acceleration or retention of students.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

### **Promotion**

Students will normally progress annually from grade to grade unless, in the judgment of the district's professional staff, it is not in the best educational interest of the student to do so. The final decision to promote a student rests with the school administration.

### **Remediation as a Condition of Promotion**

The district may require remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level by the Board. The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children.

Such remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. If the district provides remediation in this manner outside the traditional school day, the extra hours of instruction may be counted in the calculation of average daily attendance. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

Decisions concerning the remedial reading instruction of a student who receives special education services, including the nature of parental involvement shall be made in accordance with the student's individualized education plan (IEP).

### **Acceleration**

The district will assist students in progressing academically in accordance with their capabilities. Acceleration refers to educational strategies that provide opportunities for students to more rapidly achieve their education goals. Effective acceleration matches the level, complexity and pace of the curriculum to the readiness and motivation of the student. Acceleration will not be used as a replacement for gifted education services or programs.

Acceleration shall be considered for all students who demonstrate advanced performance or the potential for advanced performance and the social and emotional readiness for acceleration. The district will offer subject acceleration and whole-grade acceleration and, at the discretion of the superintendent, may choose to implement other types of acceleration as well.

When determining whether a student should be accelerated, the district will consider all available student assessment data, the student's social and emotional maturity and the student's academic strengths. Acceleration decisions shall be based on the best interest of the student.

Parents/Guardians or teachers who identify a student who may benefit from acceleration should contact an administrator in the student's school for more information.

## **Retention**

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school.

While the wishes and concerns of the parent or legal guardian will be given proper consideration, the decision to promote or retain is a professional decision. When evaluative procedures indicate that a student is not achieving the basic skills required, the teacher will give to the building principal a written explanation with justification and a recommendation concerning grade assignment. Further individual evaluation and diagnosis should be considered for possible referral to the student services staff and other appropriate agencies to assess the student's achievement capabilities, deficiencies and need for additional specialized services. After receiving all available data, the principal shall make the final decision on promotion or retention of the student.

In order to facilitate communication with parents in regard to a possible retention notice, the teacher and principal should communicate their concern about the student's progress with the child's parents as early in the school year as possible. Such communications shall be documented.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students

annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES**

### **Policy: KI**

It is the intent of the district to operate a nonpublic forum and, except as allowed in this policy, advertisement is prohibited on district property. For the purposes of this policy, advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through district technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

### **General Rule**

The district may control the content of advertising as allowed by law. Minimally, advertisement on district property or at district events may not include information or materials that:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools) or contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures.

### **District-Sponsored Advertisement**

This policy is not intended to limit the use of district resources or forums by district personnel to distribute district-sponsored information or advertisements. District-sponsored groups may distribute advertisement to employees and students as determined appropriate by the superintendent or designee and school principal. Materials from extracurricular organizations or professional groups created by the district are considered district sponsored.

District-sponsored groups are defined as extracurricular or noncurricular organizations or professional groups created by the district.

### **Groups Affiliated with the District**

The district may allow groups affiliated with the district to advertise on district property in the same manner and to the same extent that district-sponsored groups are allowed to advertise. For the purpose of this policy, a group is affiliated with the district if it is recognized by the Board and 1) working collaboratively with the district, such as

a business partner, or 2) is a group that is created solely to work with the district, its staff, students and parents and to raise funds for district activities such as parent-teacher associations or booster clubs.

### **Curriculum-Related Advertisement**

District staff may use resources with reasonable advertising content when such resources are consistent with and related to the district's curriculum and compliant with the district's wellness policy and procedures. District staff may distribute advertisements regarding programs, events, contests and other activities that are not sponsored by the district when those events are consistent with and related to the district's curriculum. District staff may invite companies, organizations or individuals to advertise during school hours or school events if the school principal determines that the information provided is consistent with and related to the district's curriculum.

### **Distribution Directly to Students**

Only curriculum-related advertisement, district-sponsored advertisement and advertisement by groups affiliated with the district may be distributed directly to students by placing the item in the student's backpack, folder or other conveyance; handing the material to students; placing the material at the student's assigned place; or instructing the student to pick up material at a designated location. Placing items in a designated location where they are available to students is not direct distribution if students are not instructed to pick up the materials.

### **Distribution to Staff**

The district's intercampus mail, staff mailboxes and district e-mail are reserved for communication between employees regarding district business or for distribution of district-sponsored advertisement or advertisement from groups affiliated with the district.

Advertising from any other person or group will be made available to staff by placement in staff work areas or on designated bulletin boards not easily accessible to students. Such advertising must be provided first to the school principal and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

### **Distribution by Students**

Students may distribute district-sponsored advertisements on district property during non-instructional time as allowed by the school principal and group sponsor. Students may distribute non-curricular student publications and other advertisements not sponsored by the district during non-instructional time only in accordance with Board policy IGDBA.

### **Distribution by Student-Initiated Non-curricular Groups**

Student-initiated non-curricular groups that meet in district facilities shall have the same access to district communication tools and media, including publications, websites and intercom, and are subject to the same provisions on the distribution and content of materials as district-sponsored non-curricular groups. The district may require these groups to clearly state on any advertisement or information that the group is not sponsored by the district.

### **Advertisement in Designated Locations**

School principals may designate a bulletin board, table or other specific location where information regarding nonprofit community events targeting students and parents may be posted or otherwise advertised. All groups fitting this description will be allowed to submit advertising to be placed at the designated location. Such advertising must

be provided to the school principal first and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

### **Distribution at District Events**

Only district-sponsored advertisement and advertisement from groups affiliated with the district may be distributed at district events, unless the district sells advertisement opportunities as described below.

### **Groups Using District Facilities**

Boy Scouts, Girl Scouts and other Title 36 youth groups and their official affiliates who meet in district facilities pursuant to the Board's policy on use of facilities may distribute advertising during any meeting, activity or event held in accordance with that policy and applicable procedures but otherwise have no greater ability to advertise or distribute information in schools than groups not using district facilities.

### **Revenue-Generating Advertising on District Property or in District Publications**

The district may accept or solicit advertising for use on the district's website and in gymnasiums, athletic fields and other facilities primarily used for extracurricular activities. Any such advertising will be limited to the name, address, phone number, Internet address and logo of the advertiser.

The district may accept or solicit advertising on extracurricular activity schedules, programs, newspapers, yearbooks or other district-sponsored publications at the discretion of the principal of the school involved. Advertising generally will be limited to the name, address, phone number, Internet address and logo of the advertiser except that publications may also provide the advertiser with a selection of greetings, phrases or graphics that can be included if the advertiser so chooses.

Student publications and the advertising in those publications are district-sponsored speech subject to editorial control over content in accordance with law.

All such advertising must be compliant with the district's wellness policy and procedures.

### **Collecting, Disclosing or Using Information for Marketing**

In general, the district will not collect, disclose or use personal information from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose unless required by law. For the purposes of this policy, "personal information" means individually identifiable information, including a student's or parent's first and last name, a home or other physical address, a telephone number and Social Security number.

In the rare case where the district may collect or disclose students' personal information or allow another group or entity to collect or disclose students' personal information for the purpose of marketing or selling that information, the district will directly notify the parents/guardians in accordance with law at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents/Guardians, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to a student. All parents/guardians and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, to the extent allowed by law and Board policy.

## **SEARCHES OF STUDENTS**

### **Policy: JFG**

The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law. The superintendent or designee is directed to provide staff with appropriate training and is authorized to contact the district's attorney for advice prior to conducting any search.

### **Searches by District Personnel**

#### ***Searches of District Property***

Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law.

#### ***Searches of Student Property***

Student property, including vehicles parked on district property, may be searched based on reasonable suspicion of a violation of law, district policy or other rules applicable to students. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification for the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses when possible.

#### ***Searches of Students***

If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable.

District administrators will contact law enforcement officials to perform a search if they reasonably suspect that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. District administrators may contact law enforcement officials for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot be conducted safely.

District employees, administrators and volunteers, other than commissioned law enforcement officials, shall not strip search students, as defined in state law, except that an administrator may conduct such a search if a commissioned law enforcement officer is not immediately available and the administrator has reason to believe that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others.

If a student is strip searched, as defined in state law, by an administrator or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. For the purposes of this section, the term "strip search" shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student, give medical attention to a student or screen a student for medical conditions.

### **Drug-Detection Dogs**

The Board authorizes the use of trained drug-detection dogs in cooperation with law enforcement authorities. A dog alerting to the presence of drugs will constitute reasonable suspicion for district administrators to conduct a search. Drug-detection dogs will not come into direct contact with students. The superintendent or designee shall develop procedures for the use of drug-detection dogs.



The Board's policy authorizing the use of drug-detection dogs shall be noted in the locker, desk and student parking provisions of the student handbook.

### **Student Drug and Alcohol Testing**

If district personnel have reasonable suspicion that a student is inebriated or has come to school soon after consuming drugs or alcohol, the district may require the student to participate in a drug or alcohol test given by district authorities. If the student refuses to participate, the student may be disciplined as if the student tested positive for the substance.

In accordance with law, the district may implement a random student drug-testing program for students in extracurricular activities.

### **School Resource Officers**

A school resource officer (SRO) may accompany district officials executing a search or may perform searches under the direction of district officials based on the reasonable suspicion standard. However, the SRO may choose not to participate in the search if the SRO believes that such participation might interfere with the successful future criminal prosecution of the student.

### **POLITICAL CAMPAIGNS**

#### **Policy: DCB**

No contribution or expenditure of district funds shall be made directly by any board member, employee or agent of the district to advocate, support or oppose the passage or defeat of any ballot measure or the nomination or election of any candidate for public office. District funds also cannot be provided to any committee supporting or opposing a ballot measure or candidate or be used to pay any debts or obligations of any committee. This does not prevent board members or administrators from making public appearances or issuing press releases concerning any such ballot measures.

Reasonable expenditures may be made solely for the purpose of providing patrons of the district with objective information regarding ballot measures in order to inform voters concerning issues that directly affect the district.

### **MANDATORY EMPLOYEE TRAINING**

All employees must complete mandatory training on a yearly basis. The Assistant Superintendent of Human Resources will facilitate and inform employees of required training. Verification of completion is required.

### **EMPLOYEE RESOURCES**

Visit the website <http://www.stcharlessd.org> (*Employees-Employees Resources*) for links and other helpful information for district employees. This site features links to salary schedules, bargaining agreements, benefits, insurance, DESE and much more.

### **EXTRA-ALLOWANCE STIPENDS**

Extra-Allowance stipend amounts are determined using a “Determining Factors” analysis. The Determining Factors document may be accessed on the district’s website (Human Resources Department – Employee Resources).

If an employee would like to request additional extra-allowance positions be added or have a current stipend reviewed for a potential increase, the form/process below should be utilized. Please contact the HR office for a form. For high school extra-allowance positions, please make sure you have directed questions and or concerns to the Activities Director prior to submitting a request for review.

## Review of Existing Extra-Allowance Stipend Position

Due December 15<sup>th</sup>

Note: Any approved changes to be effective for the following school year/budget year.

Check the appropriate category:

- Request for additional coaches/sponsors for existing extra-allowance program (e.g. additional assistant coach)
- Request for “point” increase for existing stipend based on established criteria

1. Applicant’s Name:

School:

Grade Level:

2. Rationale for review: Please describe why you believe a review is necessary. Please include relevant information related the “Determining Factors” (attached). What has changed related to the program/position to justify your request? Feel free to attach additional pages/data if necessary. Data to be considered:
  - End of year participation data
  - Consistent trends over time (multiple years)
3. If requesting a “point” increase for an existing stipend, how many points do you feel would be appropriate based on the “determining factors”?
4. Please include any other information that you feel would be helpful to appropriately consider your request.

A four person committee will review your request and render a decision by February.  
Committee recommendations are not final until approved by the Board of Education.

Committee members will include:

Assistant Superintendent, Human Resources

Previous Extra-Allowance Committee Representative (school level) appointed by Asst. Supt.-HR

High School Activities Director

Representative appointed by the President of the majority association

The City of St. Charles School District Building-to-Building Mileage Grid  
Mileage from Map Quest-Shortest Distance  
Updated June 30, 2020

	In-District - Acct 6343														Acct 6343			
	Benton	ECC	Blackhurst	Coverdell	Harris	Lincoln	Monroe	Null	HMS	JIS	SCHS	SCW	L&C	Success	Juvenile Justice	Trans/Maint.	Lowe's	Office Depot
<b>Benton</b> 400 N. 6th St.	X	1.6	0.9	1.6	4.8	0.6	3.8	2.4	1.0	3.7	0.5	3.5	3.3	0.4	2.1	4.4	2.7	5.1
<b>ECC</b> 1323 Boone's Lick Rd.	1.6	X	2.1	3.1	4.5	0.9	3.7	2.6	2.5	3.5	2.0	3.5	2.8	2.0	1.7	3.8	2.5	4.9
<b>Blackhurst</b> 2000 Elm St.	0.9	2.1	X	1.4	4.6	1.2	2.9	1.6	0.8	3.3	0.7	2.7	2.9	0.6	2.8	4.2	2.5	4.9
<b>Coverdell</b> 2475 W. Randolph St.	1.6	3.1	1.4	X	5.4	2.2	3.3	1.9	1.5	3.9	1.4	3.2	3.3	1.5	3.6	5.0	3.3	5.7
<b>Harris</b> 2800 Old Muegge Rd.	4.8	4.5	4.6	5.4	X	5.0	3.2	3.8	5.0	3.0	4.9	3.2	2.6	3.2	2.6	1.2	2.6	5.0
<b>Lincoln</b> 625 N. 6th St.	0.6	0.9	1.2	2.2	5.0	X	3.6	2.6	1.6	3.4	1.1	3.4	3.0	1.0	1.6	4.4	2.4	4.8
<b>Monroe</b> 2670 Zumbuhl Rd.	3.8	3.7	2.9	3.3	3.2	3.6	X	2.0	3.6	0.4	3.9	0.4	0.5	3.7	4.4	2.3	1.0	3.3
<b>Null</b> 435 Yale Blvd.	2.4	2.6	1.6	1.9	3.8	2.6	2.0	X	2.0	2.2	2.3	1.6	1.7	2.2	4.2	3.4	1.8	4.1
<b>Hardin</b> 1950 Elm St.	1.0	2.5	0.8	1.5	5.0	1.6	3.6	2.0	X	3.4	0.6	2.8	3.2	0.6	2.8	4.3	2.6	5.3
<b>Jefferson</b> 2660 Zumbuhl Rd.	3.7	3.5	3.3	3.9	3.0	3.4	0.4	2.2	3.4	X	3.6	0.4	0.8	3.6	4.7	2.7	1.4	3.4
<b>St. Charles High</b> 725 Kingshighway	0.5	2.0	0.7	1.4	4.9	1.1	3.9	2.3	0.6	3.6	X	3.4	3.4	0.2	2.7	4.5	2.8	5.4
<b>St. Charles West</b> 3601 Droste Rd.	3.5	3.5	2.7	3.2	3.2	3.4	0.4	1.6	2.8	0.4	3.4	X	0.6	3.3	4.5	2.5	1.2	3.2
<b>Lewis &amp; Clark</b> 2400 Zumbuhl Rd.	3.3	2.8	2.9	3.3	2.6	3.0	0.5	1.7	3.2	0.8	3.4	0.6	X	3.2	3.9	1.9	0.6	2.9
<b>Success Campus</b> 1600 Waverly St.	0.4	2.0	0.6	1.5	3.2	1.0	3.7	2.2	0.6	3.6	0.2	3.3	3.2	X	2.6	4.3	2.6	5.0
<b>JJ Center</b> 1700 S. River Rd.	2.1	1.7	2.8	3.6	2.6	1.6	4.4	4.2	2.8	4.7	2.7	4.5	3.9	2.6	X	5.1	3.2	5.3
<b>Trans/Maint.</b> 3800 W. Clay	4.4	3.8	4.2	5.0	1.2	4.4	2.3	3.4	4.3	2.7	4.5	2.5	1.9	4.3	5.1	X	2.0	0.9
<b>Lowe's</b> 2900 W. Clay	2.7	2.5	2.5	3.3	2.6	2.4	1.0	1.8	2.6	1.4	2.8	1.2	0.6	2.6	3.2	2.0	X	2.6
<b>Office Depot</b> 4045 Veterans Mem.	5.1	4.9	4.9	5.7	5.0	4.8	3.0	4.1	5.3	3.4	5.4	3.2	2.9	5.0	5.3	0.9	2.6	X

~ATTENTION EMPLOYEES~

**Work Related Injury Procedure**

**In the event of a work-related injury, please follow these procedures:**

1. When a work-related injury occurs, immediately report it to your supervisor (buildings should report to their principal) and fill out an Employee Accident Report.
  - For Custodians working day hours, report the injury to your principal (immediate supervisor) as well as the nurse at your building.
  - If your supervisor is not available and you are maintenance or custodial staff, please contact Josh Schaffer to report your injury (636-443-4872).
    - For custodians working evening hours, your emergency contact is Scott Bennett (636-634-8262). If not urgent, report the injury to your supervisor the next day at work.

~During our clinic hours we will send work-related injuries to the District's clinic~

**Bridge Health Center 2424 Zumbuhl Road, St. Charles, MO 63301 636-443-4202**

Monday	7:00 a.m. – 1:00 p.m.
Tuesday	7:00 a.m. – 6:00 p.m.
Wednesday	7:00 a.m. – 6:00 p.m.
Thursday	Noon – 1:00 p.m.
Friday	7:00 a.m. – 1:00 p.m.

**Outside the clinic Nurse Practitioner hours we send work-related injuries to:**

Total Access Urgent Care ~	St. Charles Locations
2138 1 <sup>st</sup> Capitol Drive	3909 Mexico Road
St. Charles, MO 63301	St. Peters, MO 63376
636-534-4498	636-477-6344

Make sure your school nurse/secretary gives you a **completed Premise Medical Authorization** and the **M.U.S.I.C. Workers Compensation Treatment Request** to take with you. Also, fill out the **Employee Accident Report** and leave with your supervisor or nurse. Please contact Krista Gurley at 636-443-4006 when you are sent for care so she can issue a worker's comp report number. If Krista is not available, call 636-443-4000.

For serious work injuries that need immediate attention (day or night) go to St. Joseph's Hospital Emergency Room, 300 1<sup>st</sup> Capitol Dr., St. Charles, MO 636-947-5000. **In severe circumstances dial 911.**

2. Please turn in paperwork you acquire from any visit for a work-related injury to your supervisor which will be forwarded to the Business
3. Any questions about work related injuries? Contact Krista Gurley 636-443-4006.

**WHO TO CALL LIST – CITY OF ST. CHARLES SCHOOL DISTRICT**

<b>Description</b>	<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Extension #</b>
A+ Schools Program - District Oversight	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
A+ Schools Program - SCHS	SCHS	Jeff Thorne	Assistant Principal	4106
A+ Schools Program - SCW	SCW	Angela Syron	Assistant Principal	4237
Academic Credit	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Administrative Leadership Development	Human Resources	Rodney Lewis	Associate Superintendent	4005
Administrative Oversight	Superintendent	Jason Sefrit	Superintendent	4033
Administrator Mentoring Program	Human Resources	Rodney Lewis	Associate Superintendent	4005
Adult and Community Education	Adult and Community Education	Steve Smith/ Stephanie Collins	Assistant Director of Lewis & Clark/ Adult Program Supervisor	4964 4018
Alternative School Programming	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Assessment - (Administration)	Technology	Tina Lauer	Instructional Technologist	4028
Blackhurst Elementary	Blackhurst	Steve Wilson	Principal	4504
Blackhurst Elementary	Blackhurst	Susan Orio	Principal's Secretary	4505
Board of Education	Superintendent	Jason Sefrit	Superintendent	4033
Business Office	Business and Technology	Jeremy Shields	Assistant Superintendent-Operations	4028
Business Office	Business	Krista Gurley	Executive Assistant, Business Services	4006
Business Office	Business	Lavenia Draper	Director of Business Services	4091
Business Office	Business	Tammy Herter	Bookkeeper- Employee Benefits	4047
Business Office	Business	Emily Humphreys	Bookkeeper - Payroll	4008
Business Office	Business	Amanda Runyon	Bookkeeper - Accounts Payable	4010

Business Office	Business	Tina Adams	Business Coordinator	4007
Business Office	Business	Kelly Weber	Business Specialist	4027
Business Office	Business	Jennifer Brinkmann	Bookkeeper - Accounts Receivable	4011
CAPS	Center for Advanced Professional Studies	Erica Land	CAPS Director	4077
Premise Healthcare	Premise	Tracy Wagoner	Nurse Practitioner	1-877-423-1330
Code of Conduct	Superintendent	Jason Sefrit	Superintendent	4033
Community Relations	Superintendent	Jason Sefrit	Superintendent	4033
Comprehensive School Improvement Plan (CSIP)	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Core Data	Technology	Kevin Richmiller	Director of Technology	4084
Coverdell Elementary	Coverdell	Chris Hallam	Principal	4604
Coverdell Elementary	Coverdell	Kelley Wilkinson	Principal's Secretary	4602
Curriculum and Instruction Office	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Curriculum and Instruction Office	Curriculum and Instruction		Executive Assistant. for Curriculum and Instruction	4030
Curriculum and Instruction Office	Curriculum and Instruction	Nedra Woolfolk	Federal Programs Coordinator	4029
Curriculum and Instruction Office	Curriculum and Instruction	Alex Staude	Executive Assistant – Curriculum & Instruction	4085
Curriculum and Instruction Office	Curriculum and Instruction	Nicole Adams (K-6) Jessica Evans (7-12)	Curriculum and Instruction Specialist	4061 4070
Curriculum Handbooks	Curriculum and Instruction	Alex Staude	Executive Assistant for Curriculum and Instruction	4085
Custodian Subs	Maintenance	Tracy Ringling	Secretary	4872
Custodians	Maintenance	Scott Bennett	Facilities Manager	4078
District Budget - Accounting	Business	Lavenia Draper	Director of Business Services	4091

District Budget Oversight	Business	Jeremy Shields	Assistant Superintendent-Operations	4028
District Cell Phones	Technology	Jeremy Shields	Assistant Superintendent-Operations	4028
District Communications	Superintendent	Jason Sefrit	Superintendent	4033
Early Childhood	Early Childhood Center	Ann Westbrook	Early Childhood Principal	2904
Early Childhood Parents As Teachers	Early Childhood Center	Sarah Sherwood	Early Childhood Coordinator	2906
Early Childhood	Early Childhood Center	Sharon Elliott	Principal's Secretary	2905
Employee Benefits – Insurance and Payroll Deductions	Business	Tammy Herter	Bookkeeper - Employee Benefits	4047
English Language Learners (ELL) / Migrant Students	Student Services	Earl Draper	Assistant Superintendent	4031
Enrollment and Residency	Human Resources	Rodney Lewis	Associate Superintendent	4005
Erate	Business and Technology	Lavenia Draper	Director of Business Services	4091
Facilities & Grounds	Maintenance	Joshua Schaffer	Director of Facilities	4078
Federal Programs	Curriculum and Instruction	Nedra Woolfolk	Federal Programs Coordinator	4029
Field Trips	Curriculum and Instruction	Alex Staude	Executive Assistant for Student Services & Assessment	4085
FMLA (Family Medical Leave Act)	Human Resources	Kathy Beerman	Human Resources Coordinator	4003
Food Service	Chartwell's	Shirley Derby	Director	4016
Food Service	Chartwell's	Leslie Bayliss	Admin Assistant	4015
Food Service - Catering	Chartwell's	Dana Frank	Catering Manager	4014
Food Service – District Contact	Business	Jeremy Shields	Assistant Superintendent-Operations	4028
General District Questions	Superintendent	Kelley Pendleton	Assistant to the Superintendent	4032
Gifted Program	Student Services	Earl Draper Ted Happel	Assistant Superintendent Principal	4031 4105



Grants	Curriculum and Instruction	Nedra Woolfolk	Federal Programs Coordinator	4029
Guidance Program	Student Services	Julie McClard	Executive Director of Special Education & Student Services	4086
Hardin Middle School	HMS	Stephanie Jewett	Principal	4304
Hardin Middle School	HMS	Loretta Smith	Assistant Principal	4305
Hardin Middle School	HMS	Brian Kirton	Assistant Principal	4393
Hardin Middle School	HMS	Mary King	Principal's Secretary	4314
Harris Elementary	Harris	Tyson Plumlee	Principal	4704
Harris Elementary	Harris	Michelle Whitrock	Asst. Principal	4706
Harris Elementary	Harris	Mina Gammon	Principal's Secretary	4710
Home School Credit	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Homebound	Student Services	Julie McClard	Executive Director of Special Education & Student Services	4086
Homebound	Student Services	Rhonda Welty	Registrar	4036
Homeless	Student Services	Julie McClard/Cara Halbert	Executive Director of Special Education & Student Services	4086\4087
Home Schooling	Student Services	Alex Staude	Executive Assistant for Student Services & Assessment	4085
Human Resources Office	Human Resources	Rodney Lewis	Associate Superintendent	4005
Human Resources Office	Human Resources	Kim Fiorini-Willis	Human Resources Secretary	4004
Human Resources Office	Human Resources	Kathy Beerman	Human Resources Coordinator	4003
Human Resources Office	Human Resources	Debbie Wilcox	Executive Assistant for Human Resources	4002
Jefferson Intermediate School	Jl	Amanda Denson	Principal	4404

Jefferson Intermediate School	JI	Jason Joyner	Assistant Principal	4405
Jefferson Intermediate School	JI	Jack Williamson	Assistant Principal	4568
Jefferson Intermediate School	JI	Lisa Wyman	Principal's Secretary	4414
Legal/Political Issues	Superintendent	Jason Sefrit	Superintendent	4033
Lewis & Clark Career Center	L&C	Andrew Stewart	Director	4954
Lewis & Clark Career Center	L&C	Steve Smith	Assistant Director	4964
Lewis & Clark Career Center	L&C	Cherie Jo Corley	Principal's Secretary	4963
Lincoln Elementary	Lincoln	Julie Williams	Principal	4654
Lincoln Elementary	Lincoln	Carmella Orosco	Principal's Secretary	4678
Maintenance Office	Maintenance	Joshua Schaffer	Director of Facilities	4078
Maintenance Office	Maintenance	Scott Bennett	Facilities Manager	4879
Maintenance Office	Maintenance	Tracy Ringling	Secretary	4880
Maintenance Office	Maintenance	David Orosco	Warehouse Manager	4872
Maintenance Oversight	Business	Jeremy Shields	Assistant Superintendent-Operations	4028
Medicaid	Special Education	Lori Hancock	Executive Assistant for Special Education	4034
Missouri Options Program - District Oversight	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Missouri Options Program - Success Campus	Success Campus	Brett Kobernus	Principal - Success Campus	4894
Missouri School Improvement Program (MSIP)	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Monroe Elementary	Monroe	Tiffanie Worland	Principal	4804
Monroe Elementary	Monroe	Michelle Whitrock	Asst. Principal	4805
Monroe Elementary	Monroe	Julie Huber	Principal's Secretary	4810
MOSIS	Technology	Alexis Green	SIS Coordinator	4069
MoVIP - District Oversight	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
New Teacher Orientation	Curriculum and Instruction	Earl Draper /Rodney Lewis	Assistant Superintendent C&I / Associate	4031 / 4005

			Superintendent HR	
No Child Left Behind (NCLB)	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Staff Contract Questions	Human Resources	Kathy Beerman	Human Resources Coordinator	4003
Not sure who to call?	Central Office	Cynthia Matthews	District Receptionist	4058
Null Elementary	Null	Kate Kimsey	Principal	4904
Null Elementary	Null	Eryn McAlister	Principal's Secretary	4940
OASIS	OASIS	Mary Darting	OASIS Coordinator	636-949-2220
OASIS	OASIS	Joan Schlichter	OASIS Coordinator	636-949-2220
Parent/Community Involvement	Superintendent	Jason Sefrit	Superintendent	4033
Parents as Teachers	Early Child Education	Sarah Sherwood	Early Childhood Coordinator	2906
Payroll	Business	Emily Humpherys	Bookkeeper-Payroll	4008
Personnel Evaluation Policy and Procedures	Human Resources	Rodney Lewis	Associate Superintendent	4005
Personnel Policies - Transfers, Discipline, Leaves, Resignations, Retirements, Vacations, Extra Allowance	Human Resources	Rodney Lewis	Associate Superintendent	4005
Preferred Family Health Care	Special Education	Julie McClard	Executive Director of Special Education & Student Services	4086
Principal Supervision and Evaluation - Elementary Schools	Human Resources	Rodney Lewis	Associate Superintendent	4005
Principal Supervision and Evaluation – SCW, SCH, JI	Business & Technology	Jeremy Shields	Assistant Superintendent	4028
Principal Supervision and Evaluation – LC CAPS, Success, Early Childhood	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Principal Supervision and Evaluation – HMS	Superintendent	Jason Sefrit	Superintendent	4033
Print Shop	Business	Blak Hanners	Print Shop	4083
Printing of District AP Checks	Business and Technology	Kelly Weber	Data Systems Operator	4027

Professional Development (Certified and Support Staff)	Curriculum and Instruction		Executive Assistant for Curriculum & Instruction	4030
Professional Learning Communities	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Program Evaluation	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Purchasing Card	Business	Amanda Runyon	Bookkeeper- Accounts Payable	4010
Recruitment of Personnel	Human Resources	Rodney Lewis	Associate Superintendent	4005
Salary and Wages	Human Resources	Rodney Lewis	Associate Superintendent	4005
School Improvement Plans (SIP)	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
School Nurses - District Oversight	Student Services	Julie McClard	Executive Director of Special Education & Student Services	4086
School Nurses - Lead District Nurse	Lincoln Elementary		Lead District Nurse	4403
School Safety and Violence Procedures	Facilities	Joshua Schaffer	Director of Facilities	4078
Section 504 / ADA	Special Education	Julie McClard	Executive Director of Special Education & Student Services	4086
Special Education K-12	Special Education	Julie McClard	Executive Director of Special Education & Student Services	4086
Special Education Office	Special Education	Lori Hancock	Executive Assistant for Special Education & Student Services	4034
Staff Handbooks	Human Resources	Rodney Lewis	Associate Superintendent	4005
St. Charles High School	SCHS	Ted Happel	Principal	4104
St. Charles High School	SCHS	Jeff Thorne	Assistant Principal	4106
St. Charles High School	SCHS	Patricia Closson	Assistant Principal	4105
St. Charles High School	SCHS	Ben Owens	Activities Director	4194
St. Charles High School	SCHS	Marilyn Bizelli	Principal's Secretary	4187
St. Charles West High School	SCW	Scott Voelkl	Principal	4226

St. Charles West High School	SCW	Angela Syron	Assistant Principal	4237
St. Charles West High School	SCW	Jack Williamson	Assistant Principal	4277
St. Charles West High School	SCW	Terry Oetting	Activities Director	4255
St. Charles West High School	SCW	Donna Huster	Principal's Secretary	4222
Student Code of Conduct	Superintendent	Jason Sefrit	Superintendent	4033
Student Discipline	Superintendent	Jason Sefrit	Superintendent	4033
Student Discipline - Special Education	Special Education	Julie McClard	Executive Director of Special Education & Student Services	4086
Student Grievance Procedures	Superintendent	Jason Sefrit	Superintendent	4033
Student Handbooks	Curriculum and Instruction	Alex Staude	Executive Assistant for Curriculum and Instruction	4085
Student Information System	Business & Technology	Alex Green	Student Information Systems Coordinator	4069
Student Records	Student Services / Special Education	Rhonda Welty	Student Services Secretary	4036
Student Services Office	Student Services	Julie McClard	Executive Director of Special Education & Student Services	4086
Student Practicums/Observations Placement	Human Resources	Debbie Wilcox	Executive Assistant	4002
Student Teacher Placement	Human Resources	Debbie Wilcox	Executive Assistant	4003
Substitute System Frontline (AESOP)	Human Resources	Debbie Wilcox	Executive Assistant	4002
Success Campus	Success Campus	Brett Kobernus	Principal	4894
Success Campus	Success Campus	Elisa Rael	Principal's Secretary	4889
Summer School - Regular Education	Curriculum and Instruction	Earl Draper	Assistant Superintendent	4031
Summer School – Extended School Year (Special Education)	Special Education & Student Services	Julie McClard	Executive Director of Special Education & Student Services	4086
Superintendent's Office	Superintendent	Jason Sefrit	Superintendent	4033

Superintendent's Office	Superintendent	Kelley Pendleton	Assistant to the Superintendent	4032
Technology	Technology	Kevin Richmiller	Director of Technology	4084
Technology	Technology	Stephanie Griffith	Technology Secretary	4026
Technology	Technology	Tom Gormley	District Network Administrator	4022
Technology	Technology	John Henson	District Network Administrator	4023
Technology	Technology	Matt Pocilujko	District Network Administrator	4024
Technology	Technology	Tracy Vohsen	District Network Administrator	4021
Technology Office	Technology	Danielle McNamee	Data Analyst	4027
Technology – Instructional	Technology	Tina Lauer	Instructional Technologist	4025
Title IX Compliance Officer for Employees	Human Resources	Rodney Lewis	Associate Superintendent	4005
Title IX Compliance Officer for Students	Special Education & Student Services	Julie McClard	Executive Director of Special Education & Student Services	4086
Transportation	Transportation	Brenda Richarz	Secretary for Transportation	4009
Transportation	Transportation	Cindy Priest	Director of Transportation	4092
Transportation	Transportation		Assistant Director	4095
Transportation	Transportation	Stan Fowler	Dispatcher	4093



**St. Charles R-VI School District  
400 North Sixth Street  
St. Charles, MO 63301**

***Board of Education***

**Dr. Donna Towers**  
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C.B.M., Member

**Mrs. Heidi Skima**  
C.B.M., Vice-President

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C.B.M., Treasurer

**Mrs. Leslie Knight**  
C.B.M., Member

***District Administrators***

**Dr. Jason Sefrit**  
Superintendent

**Dr. Rodney Lewis**  
Associate Superintendent, Human Resources

**Dr. Earl Draper**  
Assistant Superintendent, Curriculum and Instruction

**Ms. Julie McClard**  
Executive Director of Special Education & Student Services

**Mr. Jeremy Shields**  
Assistant Superintendent, Operations

**Board of Education Meetings are held the  
2<sup>nd</sup> Thursday of every month beginning at 6:30**