

Concordia R-2 School District

Employee Manual

204 SW 11th Street

Concordia, MO 64020

(660) 463-7235



Adopted by the Board of Education: August 11, 2022

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District Information

Welcome to the 2022-2023 School Year!

Thank you for your commitment to our students and to each other! Let's commit to making this the best year yet for the students in the Concordia R-2 School District, and for each other. Challenge students to think, be innovative, and to create something new each day. To help you envision this type of learning environment, ask yourself this question, "How does this improve student learning?" When you can answer the question, I will do my best with the support of the board of education and our administration to provide the infrastructure and human capacity to support your efforts towards the academic success of our students.

BB King once said, "The beautiful thing about learning is nobody can take it away from you." Our district mission is to help all students develop their unique talents as well as the critical thinking, technological, and life-long learning skills needed in order to become productive, responsible citizens in a global community. As you look around your classrooms, in the halls, and around the schools, look at each child and think about what you could do to help that student be successful. Let's ensure that each student learns something new everyday and let's commit to providing a challenging and engaging learning environment for all.

Finally, serving as your Superintendent is a privilege and I am very grateful for this opportunity. I look forward to working together to enhance the experience of students, parents, staff, and community members. You have my complete support and my deepest appreciation for all you do for our students and district. Thank you and may you have an amazing school year.

Stay Oriole Strong!

Theresa Christian, Ed.D.
Superintendent

Mission Statement

The mission of the Concordia R-2 School District is to help all students develop their unique talents as well as the critical thinking, technological and lifelong learning skills needed in order to become productive, responsible citizens in a global community.

Board of Education:

Mrs. Jami Benson
Mr. Steve Borgstadt
Mr. Scott Hemme
Mr. Tim Kirchhoff
Mr. Andy Oetting
Mr. Nate Nelson
Mr. Erik Wilkens

District Administration:

Dr. Theresa Christian, Superintendent

Compliance Officer

(660) 463-7235

tchristian@concordia.k12.mo.us

Dr. Deanna Jurkowski, High School Principal

(660) 463-2246

djurkowski@concordia.k12.mo.us

David Andrade, Elementary Principal

(660) 463-2261

dandrade@concordia.k12.mo.us

Jenny Greer, Special Services Director

(660) 463-2246

jgreer@concordia.k12.mo.us

J.K. Basye, Athletic Director, A+ Coordinator

Alternate Compliance Officer

(660) 463-2246

jbasye@concordia.k12.mo.us

Media Releases

The District's contact for media releases is Superintendent Theresa Christian.

Building Schedules

Generally, teachers are expected to be in the building at least fifteen minutes before the first bell and fifteen minutes after the last bell. Please refer to your building schedule for more information. Staff members with morning and/or afternoon supervision duties are required to report to work at the time assigned by their administrator. Teachers must notify the principal's office if you must leave during your planning or lunch time.

High School Schedules:

Regular Day	52 minute classes/4 min passing	
Building Opens	7:30 am	
Morning Meeting/Announcements then students released to lockers	7:50	
1st hour	8:00 - 8:52	
2nd hour	8:56-9:48	
3rd hour	9:52 - 10:44	
GROUP A	GROUP B	GROUP C
Lunch 10:48-11:08	4th hour 10:48-11:40	4th hour 10:48-11:40
4th hour 11:12 - 12:04	Lunch 11:44 - 12:04	5th hour 11:44-12:36
5th hour 12:08 - 1:00	5th hour 12:08 - 1:00	Lunch 12:40-1:00
6th hour	1:04 - 1:56	
7th hour	2:00 - 2:52	
Oriole Power Time/Advisory	2:56-3:15	

Early Release Day	31 minute classes/4 minute passing	
Dismiss @ 12:25 pm		
Building Opens	7:30 am	

Morning Meeting/Announcements then students released to lockers	7:50	
1st hour	8:00 - 8:31	
2nd hour	8:35 - 9:06	
3rd hour	9:10-9:41	
6th hour	9:45 -10:16	
7th hour	10:20-10:51	
<i>GROUP A</i>	<i>GROUP B</i>	<i>GROUP C</i>
Lunch 10:55-11:15	4th hour 10:55-11:26	4th hour 10:55-11:26
4th hour 11:19 -11:50	Lunch 11:30-11:50	5th hour 11:30-12:01
5th hour 11:54 - 12:25	5th hour 11:54 - 12:25	Lunch 12:05-12:25

22-23**Concordia R-II School District**204 SW 11th Street
Concordia, MO 64020

Phone: 860-463-7235 Fax: 860-463-1326

High School 860-463-2246

Elementary School 860-463-2261

July '22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7 student days/7 teacher days.

September '22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

20 student days/20 teacher days.

October '22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17.5 student days/16.5 teacher days

November '22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

16 student days/16 teacher days.

December '22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14.5 student days/ 13 teacher days.

January '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 student days/20 teacher days.

February '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

16 student days/17 teacher days.

March '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 student days/ 21 teacher days.

April '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16 student days/16 teacher days.

May '23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12.5 student days/13.5 teacher days.

June '23						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Aug 9-10	New Teacher Institute
Aug 15-17	Teacher PD
Aug 18, 22	Teacher Workday
Aug 23	1st Day of School
Sept 5	NO SCHOOL--Labor Day
Sept 9	NO SCHOOL--Street Fair
Oct 10	Teacher PD
Oct 19	Parent Teacher Conferences 4-7:30 pm
Oct 20	Early Dismissal (12:25/12:30)
	Parent Teacher Conferences 1-6 pm
Oct 21	NO SCHOOL
Oct 31	NO SCHOOL
Nov 14	Teacher PD
Nov 23-25	Thanksgiving Break
Dec 21	Early Dismissal (12:25/12:30)
	Teacher Workday (afternoon)
Jan 2	Teacher PD
Jan 3	Teacher Workday
Jan 4	Clauses Resume--Start of 2nd Semester
Jan 16	NO SCHOOL--MLK Jr. Day
Jan 30	NO SCHOOL
Feb 6	Teacher PD
Feb 13	NO SCHOOL
Feb 20	NO SCHOOL--Presidents Day
Feb 27	NO SCHOOL
March 6	Teacher PD
March 10-13	Spring Break
April 7-10	Easter Break
May 1	NO SCHOOL
May 18	Early Dismissal (12:25/12:30)
	Last Day of School
May 19	Teacher Workday

NOTES:May 18 Teachers leave at 12:30
May 19 Workday/Luncheon/Celebration

161.5 student days.

174 teacher days.

Complaints or Concerns C-120-E

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name:	Dr. Theresa Christian, Superintendent
Phone #:	(660) 463-7235
Email Address:	tchristian@concordia.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name:	J.K. Basye, Athletic Director
Phone #:	(660) 463-2246
Email Address:	jbasye@concordia.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

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

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to

programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

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

Name: Dr. Theresa Christian, Superintendent
Phone #: (660) 463-7235
Email Address: tchristian@concordia.k12.mo.us

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: J.K. Basye, Athletic Director
Phone #: (660) 463-2246
Email Address: jbasye@concordia.k12.mo.us

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

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

Title IX C-131-E

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

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

Name: David Andrade, Elementary Principal

Address: 401 SW 4th Street, Concordia, MO 64020
Email Address: dandrade@concordia.k12.mo.us
Phone #: (660) 463-2261

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

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

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

Public Notice

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

Employee Information

Hiring Procedures for Current Employees E-105-E

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

Employment of Retirees

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

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

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

Public Service Loan Forgiveness Information

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

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

Criminal Background Checks

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

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

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

Volunteer Background Checks:

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

A volunteer will not be required to complete a background check if they have had a background check conducted by another Missouri public school within the last year and

the current District receives a copy of the background check from the previous District or is able to obtain electronic access to the previous background check.

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

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

The Superintendent or designee shall make a determination regarding whether a staff member is exempt or nonexempt under the Fair Labor Standards Act (FLSA).

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

Compensatory Time: Employees who worked overtime with the express prior approval of a supervisory designated by the Superintendent to provide such approval shall earn time off, awarded to nonexempt employees at the rate of one and half times the number of actual hours worked in excess of 40 hours in a workweek.

The following classifications of employees will be provided compensatory time in lieu of overtime: nonexempt employees. Compensatory time may be accrued up to 120 hours (80 overtime hours). Overtime worked beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's rate of pay.

The District may require that an employee use accrued compensatory time. The District will approve the use of compensatory time within a reasonable period of time after the request has been made to an employee's supervisor unless the use of compensatory time would impose an unreasonable burden on the District's ability to conduct District operations. In such a case, the use of compensatory time may be postponed by the District.

Individuals who accrue comp time from July 1-December 31 but do not use the time will be paid any unused comp time as of December 31. Individuals who accrue comp time from January 1-June 30 but do not use the time will be paid any unused comp time as of June 30. Upon leaving the District, an employee will be paid for any unused compensatory time at a rate not less than the average regular rate received by such employee during the last three (3) years of the employee's employment, or the final regular rate received by such employee, whichever is higher.

Workweek: A workweek is a period of 168 hours during seven (7) consecutive 24-hour periods. The workweek shall begin on Monday at 12:00 a.m.

Timekeeping: All nonexempt employees are required to accurately complete a daily time record showing actual hours worked using the punch clock system with their

timecard unless otherwise directed by the employee's supervisor. All nonexempt employees are provided a thirty-minute unpaid lunch break. Nonexempt employees are provided a 5-minute grace period at the start and end of their shift. For example, if an employee is scheduled to report to work at 7:30 a.m., but does not clock in until 7:34 a.m., the employee will be considered "on time." Likewise if an employee's shift is scheduled to end at 3:30 p.m., but an employee needs a few extra minutes (no more than 5) to finish a project, the employee will be permitted to clock out at 3:35 p.m., as long as the extra time worked does not result in an employee working in overtime status without preapproval from their supervisor. Employees will be paid for the time actually worked.

Breaks for Nursing Mothers

The District will provide accommodations in each school building to lactating employees, teachers, and students to express breast milk, breast-feed a child, or address other needs relating to breast-feeding for one year after the child's birth. The District will provide a minimum of three opportunities during a school day to accommodate an employee, teacher, or student's need to express breast milk or breast-feed a child.

Compensation of Employees

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

Concordia R-2 School District 2022-23 Salary Schedule
Adopted 6/8/22

Current Fiscal Year	Step	Column A BS	Column B BS+8	Column C BS+16	Column D BS+24	Column E MS	Column F MS+8	Column G MS+16	Column H MS+24	Column I MS+32	Column J Ed Specialist
		*State Grant	*State Grant	*State Grant	*State Grant						
Base Salary	1	34,250	3,750	34,650	3,350	35,050	2,950	35,450	2,550	38,450	
	2	34,700	3,300	35,100	2,900	35,500	2,500	35,900	2,100	38,900	
	3	35,150	2,850	35,550	2,450	35,950	2,050	36,350	1,650	39,350	
Increments Factor	4	35,600	2,400	36,000	2,000	36,400	1,600	36,800	1,200	39,800	
	5	36,050	1,950	36,450	1,550	36,850	1,150	37,250	750	40,250	
	6	36,950	1,050	37,350	650	37,750	250	38,150		41,150	
Increments Down	7	37,400	600	37,800	200	38,200		38,600		41,600	
Step 6 & 11-900 only	8	37,850	150	38,250		38,650		39,050		42,050	
	9	38,300		38,700		39,100		39,500		42,500	
	10	38,750		39,150		39,550		39,950		42,950	
Increments	11	39,650		40,050		40,450		40,850		43,850	
Across BS-BS+24	12	40,100		40,500		40,900		41,300		44,300	
	13	40,550		40,950		41,350		41,750		44,750	
	14	41,000		41,400		41,800		42,200		45,200	
Increments	15	41,450		41,850		42,250		42,650		45,650	
Column MS	16	41,900		42,300		42,700		43,100		46,100	
	17	42,350		42,750		43,150		43,550		46,550	
	18	42,800		43,200		43,600		44,000		47,000	
	19	43,250		43,650		44,050		44,450		47,450	
	20	43,700		44,100		44,500		44,900		47,900	
	21	44,150		44,550		44,950		45,350		48,350	
	22	44,600		45,000		45,400		45,800		48,800	
	23	45,050		45,450		45,850		46,250		49,250	
	24	45,500		45,900		46,300		46,700		49,700	
	25	45,950		46,350		46,750		47,150		50,150	
	26									50,600	
	27									51,000	
	28									51,850	
	29									52,250	
	30									52,700	
	31									53,100	
	32									53,550	
	33									54,000	
	34									54,450	
	35									54,900	
	36									55,350	
	37									55,800	
	38									56,250	
										56,700	
										57,150	
										57,600	

* State Grant columns are funded with state appropriation equal to 70% of the amount specified. Such amounts may not be available in subsequent years

1. Teachers shall receive, as a maximum, credit for no more than five (5) years plus two-thirds of prior teaching experience. A teacher, who has had at

least one-half year experience in the Concordia R-2 School District or any other teaching position, will be given credit for a full year of experience.

2. Graduate credit or undergraduate credit within your teaching field and approved by the Superintendent, in order to apply toward additional salary, must be in the form of a transcript. All credit, in order to apply on the adopted salary schedule, must have been earned prior to September 1.

- Professional Non-Certified Staff Members: Non-certified professional staff members may be compensated according to a salary schedule developed by the Superintendent and adopted by the Board or may be compensated with amounts approved individually by the Board and set forth in individual letters of assignment or contracts of employment.
- Support Staff: Support staff members may be compensated according to a wage schedule developed by the Superintendent and adopted by the Board or may be compensated with amounts approved individually by the Board and set forth in individual letters of assignment. Support staff shall receive, as a maximum, credit for no more than five (5) years plus two-thirds of prior experience.

Adopted by the Concordia R-2 Board of Education on 6/8/2022											0.7
2022-23 Support Staff Salary Schedule											
			Degree			Para , Ast Cooks	No Degree	Degree			
Job	H. Mainte	H. Custodian	Bookkeeper	Secretary	H. Cook	Ast Cust	PAT	PAT	Nurse	Library aide	
Raise	0.25	0.2	0.3	0.25	0.2	0.2	0.25	0.25	0.2	0.2	
Steps											
0/Base	13.2	12.95	20.15	12.65	12.45	12.2	13.55	15.55	20.15	12.49	
1	13.45	13.15	20.45	12.9	12.65	12.4	13.8	15.8	20.35	12.69	
2	13.7	13.35	20.75	13.15	12.85	12.6	14.05	16.05	20.55	12.89	
3	13.95	13.55	21.05	13.4	13.05	12.8	14.3	16.3	20.75	13.09	
4	14.2	13.75	21.35	13.65	13.25	13	14.55	16.55	20.95	13.29	
5	14.45	13.95	21.65	13.9	13.45	13.2	14.8	16.8	21.15	13.49	
6	14.95	14.35	22.25	14.4	13.85	13.6	15.3	17.3	21.55	13.89	
7	15.2	14.55	22.55	14.65	14.05	13.8	15.55	17.55	21.75	14.09	
8	15.45	14.75	22.85	14.9	14.25	14	15.8	17.8	21.95	14.29	
9	15.7	14.95	23.15	15.15	14.45	14.2	16.05	18.05	22.15	14.49	
10	15.95	15.15	23.45	15.4	14.65	14.4	16.3	18.3	22.35	14.69	
11	16.45	15.55	24.05	15.9	15.05	14.8	16.8	18.8	22.75	15.09	
12	16.7	15.75	24.35	16.15	15.25	15	17.05	19.05	22.95	15.29	
13	16.95	15.95	24.65	16.4	15.45	15.2	17.3	19.3	23.15	15.49	
14	17.2	16.15	24.95	16.65	15.65	15.4	17.55	19.55	23.35	15.69	
15	17.45	16.35	25.25	16.9	15.85	15.6	17.8	19.8	23.55	15.89	
16	17.7	16.55	25.55	17.15	16.05	15.8	18.05	20.05	23.75	16.09	
17	17.95	16.75	25.85	17.4	16.25	16	18.3	20.3	23.95	16.29	
18	18.2	16.95	26.15	17.65	16.45	16.2	18.55	20.55	24.15	16.49	
19	18.45	17.15	26.45	17.9	16.65	16.4	18.8	20.8	24.35	16.69	
20	18.7	17.35	26.75	18.15	16.85	16.6	19.05	21.05	24.55	16.89	
21	18.95	17.55	27.05	18.4	17.05	16.8	19.3	21.3	24.75	17.09	
22	19.2	17.75	27.35	18.65	17.25	17	19.55	21.55	24.95	17.29	
23	19.45	17.95	27.65	18.9	17.45	17.2	19.8	21.8	25.15	17.49	
24	19.7	18.15	27.95	19.15	17.65	17.4	20.05	22.05	25.35	17.69	
25	19.95	18.35	28.25	19.4	17.85	17.6	20.3	22.3	25.55	17.89	
26	20.2	18.55	28.55	19.65	18.05	17.8	20.55	22.55	25.75	18.09	
27	20.45	18.75	28.85	19.9	18.25	18	20.8	22.8	25.95	18.29	
28	20.7	18.95	29.15	20.15	18.45	18.2	21.05	23.05	26.15	18.49	

Extra Duty Assignment Compensation: Staff members who provide extra duties may be compensated according to a wage schedule for such duties developed by the Superintendent and adopted by the Board or may be compensated with amounts approved individually by the Board and set forth in individual letters of assignment. Any salary/wage schedule adopted by the Board may be modified in accordance with the law and in accordance with any applicable employment contracts and/or collective bargaining agreements. The Board may elect to freeze the operation of some or all salary/wage schedules.

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

Employees and prospective employees of the District are responsible for providing the District with sufficient information and documentation regarding past work and educational experience to allow the District to ascertain appropriate placement on any applicable salary/wage schedule and/or to determine appropriate compensation for duties and/or extra duty assignments. The District is not required to review or change

placement on any salary or wage schedule after an employee's placement has been determined.

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

Pay Periods: Paychecks are directly deposited to your designated account on the 23rd of the month, or before the 23rd if that day falls on a weekend or a holiday.

Payroll Deductions:

Voluntary Deductions: The District may authorize voluntary payroll deductions from compensation earned by employees if ten (10) or more employees so request. The employee must authorize all voluntary deductions in writing. In addition to the deduction of amounts authorized by the employee, the District may deduct the administrative cost of compliance. The amount deducted will be remitted to the organization, company or association authorized by the employee.

Involuntary Deductions: The District may make deductions when an employee owes the District money and the deduction does not otherwise violate the law. The District will also make deductions when presented a garnishment, wage attachment or other legal order. The District may deduct amounts owed to the District by the employee for unpaid meal accounts for the employee or the employee's child/ren, and for payment of other District-related accounts such as unpaid tuition for preschool students. Typically, these deductions will occur in May, after the employee is notified of the balance and given the opportunity to pay. If the employee does not pay their balance, the amount will be removed from their May check, and may be subject to a 20% surcharge on the total amount owed to account for the administrative process of collecting the balance.

In addition to disciplinary action, the District may make deductions from an employee's pay for unauthorized and/or excessive absences. Absences that are unauthorized shall result in the deduction the equivalent of the employee's daily rate of pay for each day of absence. For contracted employees, the daily rate of pay for this purpose is calculated by dividing an employee's salary by the total number of workdays anticipated by the calendar adopted by the Board of Education. Teachers shall be notified, and the deduction will be made from the next one to two months check of the current school year. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

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

All District employees are responsible for ensuring compensation received from the District is correct according to their contracts/letters of assignment and, for non-salaried staff members, according to their timesheets and time actually worked. Employees must notify the District of any discrepancy in compensation within 14 days of receipt.

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

Improper Deductions: Employees who believe that pay deductions have been improperly made should immediately report the concern to the Superintendent or designee.

Extra Duties Generally

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

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

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

Employee Leave and Absences E-115-E

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

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

- The absence or tardiness results in an employee exceeding the number of leave days allotted to him/her;

- An employee's absences exceed 3 days within a 30-day period, 7 days within a 120-day period, or 9 days within a 180-day period, or creates a hardship on the District;
 - Approved vacation time will not count toward the excessive absence total.
- An employee's tardiness exceeds 2 days within a 30-day period, 3 days within a 120-day period, or 4 days within a 180-day period, or creates a hardship on the District;
- Leave creates a pattern, including but not limited to, taking leave on certain days of the week, extending breaks, etc.;
- The absence/tardiness was not requested by the employee and/or was not approved by the appropriate supervisor, which includes a "no-call-no-show" situation;
- The employee provides incomplete or inaccurate information regarding the reason for the need for leave or tardiness, or fails to respond completely or appropriately when directed to provide supporting documentation;
- The employee is absent from work, fails to contact his or her supervisor, and fails to adequately respond to the District's attempts to contact the employee. Under these circumstances, the District will consider this a resignation by the employee.

The District is entitled to dock an employee's compensation in the event that absences or tardiness are excessive or improper.

Procuring a Substitute: If you know you will be absent from school in advance for any reason, please fill out a leave request in WebLink. All staff are responsible for leaving appropriate instructions and materials for substitutes.

If you are unable to report for duty and were not able to plan in advance, you can call or email the building principal before 9:00 pm the night before. You may also call or text after 6:00 am the day of the absence. After 7:30 am please count on being at school until a substitute can be found. If you leave a message (verbal, email, or send a text) and do not receive a response within a reasonable time, call to confirm receipt of the message. When absent:

- Leave seating charts, rosters, rules and grade book (if needed) for the substitute.
- Leave detailed lesson plans that outline the expectations of the students and the substitute.
- All visual aids or special equipment should be arranged.
- Teacher's editions of texts and curriculum guides need to be available.
- Have all copies prepared for the substitute.

Three days worth of Emergency lesson plans need to be created and kept with your substitute folders. This Lesson should be available if for some reason you are unable to create a lesson for the day. This lesson plan should fit within the framework of your curriculum and should not be a movie day or a study hall.

Employee Leave: The following leaves will be provided to staff members, unless a contract for employment specifies other leave benefits, in which case the language in the

contract of employment shall control. Regular part-time staff members shall receive leave benefits listed below on a pro-rata basis. Temporary or substitute staff members are not entitled to leave benefits unless specified at the time of employment or as required by law.

During any concerted refusal to work or any other practice that impacts or interferes with the District environment and/or District operations, employees are prohibited from using paid or unpaid leave unless it is required by law or an employee provides documentation of the need for the leave to the satisfaction of the District. The District may revoke previously approved leave.

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

Paid Time Off/PTO: Full-time 12-month employees will receive 16 days of PTO per school year, cumulative to no more than 60 days. Full-time 11-month employees will receive 15 days of PTO per school year, cumulative to no more than 55 days. Full-time 10.5 month employees will receive 14 days of PTO per school year cumulative to no more than 53 days. Full-time 10-month employees will receive 13 days of PTO per school year, cumulative to no more than 50 days. Full-time 9-month employees will receive 12 days of PTO per school year, cumulative to no more than 45 days.

If at the end of the school year an employee has not used some or any of the PTO days provided at the beginning of the school year and the cumulative total of the employee's PTO days does not exceed the maximum amount outlined above, those unused PTO days that were acquired during the present school year will be reimbursed at \$25.00 per day, subject to all applicable taxes and other required deductions. These same days will also be rolled over to the next school year for the employee's use. Any leave used within the fiscal year, after the \$25.00 per day reimbursement has been paid, will be taken without pay or the reimbursement will be deducted from the first check of the next fiscal year.

If at the end of the school year an employee's cumulative total of PTO days exceeds the maximum amount outlined above, any unused PTO days accumulated in excess of the maximum days outlined above will be reimbursed to the employee at the rate of \$75.00 per day at the end of each school year, subject to all applicable taxes and other required deductions. These same days will not be rolled over to the next school year. Once an employee has been paid for PTO days that exceed the maximum cumulative amount, the employee is only eligible to be reimbursed for unused PTO days that exceed the maximum cumulative amount regardless of if they ever exceed the maximum cumulative again. Upon separation from the District, employees who have, at some point in their career with the District, accumulated PTO in excess of the maximum days outlined above, will be paid at the rate of \$75.00 per day for unused PTO accumulated subject to all applicable taxes and other required deductions. This provision will

not apply to employees who are separated from employment for misconduct or violations of Board Policies or who are otherwise not in good standing with the District. Payment for unused PTO is subject to Board approval.

- Absences of more than one hour through four hours shall be counted as a half-day of paid leave. If leave of less than one hour is needed, the employee will not be required to take leave if he/she secured administrative preapproval and coverage of employment duties and responsibilities. An employee will only be permitted to take paid leave of less than one hour up to four times in a school year, after which an employee will be required to use PTO regardless of the length of the leave needed.
- Employees will need to notify the District if they are taking PTO for general personal reasons or for sick leave to ensure FMLA compliance. Paid leave may be used for:
 - The conduct of personal business which cannot be conducted on other days off or on a weekend.
 - An employee's own illness, injury, or incapacity. (FMLA leave requirements may apply.)
 - The illness, injury, or incapacity of an employee's immediate family member. (FMLA leave requirements may apply.)
 - PTO cannot be applied to the period of leave an employee receives Workers' Compensation benefits for time off due to work-related injuries/illnesses.
 - The illness, injury, or incapacity of an individual who is not an employee's immediate family member, upon approval by [insert title of administrator].
- Employees are not permitted to extend a Board approved holiday or school break by adding a day of PTO unless approved by the building administrator, the employee's supervisor, and/or the Superintendent.

Vacation: Unless otherwise provided in an individual contract, employees employed on a twelve (12) month contract shall be provided ten days of vacation after one year of service and fifteen days of vacation after their tenth year of service. Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval.

Bereavement Leave: An employee is entitled to 3 days of paid leave upon the death of a member of the employee's immediate family.

Holidays: The District may grant paid or unpaid holidays in accordance with the school calendar adopted annually or later modified by the Board of Education.

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day

7. President's Day
8. Martin Luther King Day
9. Good Friday

Staff members will not receive a paid holiday which falls outside their assigned annual work schedule.

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

Pregnancy, Childbirth, and Adoption Leave: For employees who are not eligible for FMLA leave, the District may grant up to twelve weeks of leave for the birth, first year care, adoption, or foster care of a child. Employees must provide notification of the need for leave and the requested amount of leave, at least 30 days in advance when possible and practical. An employee may use any combination of accrued leave or unpaid leave during this period of time.

This provision does not grant an employee leave which extends beyond a period of contracted employment. This provision does not apply to employees who are eligible for FMLA leave. This provision does not apply to an employee who would be eligible for FMLA leave but has exhausted available FMLA leave for a given 12-month period.

Other Categories of Leave: All employees are entitled to certain leaves as required by law, including:

- *Domestic and Sexual Violence Leave:* Employees who are victims of domestic or sexual violence or have a family or household member who are victims of domestic or sexual violence may take unpaid leave from work to address such violence as required by law.
- *Civil Air Patrol Leave:* Employees who are members of the Civil Air Patrol shall be granted unpaid leave in order to perform duties as required by law. The District may request that the employee be exempt from responding to a specific mission.
- *Coast Guard Auxiliary Leave:* Employees who are members of the United States Coast Guard Auxiliary shall be granted unpaid leave in order to perform duties as required by law. The District may request that the employee be exempt from responding to a specific mission.
- *Crime Victim Leave:* An employee shall not be required to use vacation, sick, or personal leave, in order to comply with a subpoena to testify in a criminal proceeding, to attend a criminal proceeding, or to participate in the preparation for a criminal proceeding, when the employee is the crime victim, is a witness to the crime, or has an immediate family member who is the victim of the crime being prosecuted.
- *Election Leave:* The District will not terminate, discipline, threaten or take adverse actions against an employee based on the employee's service as an election judge. An employee who is appointed to serve as an election judge may, on Election Day, be absent from his or her employment for the

period of time that the election authority requires the employee to serve as election judge. Employees must notify employers at least seven days prior to an election that they will be absent from work on Election Day due to service as an election judge.

- *Firefighter Leave:* The District will permit employees to use available leave, other than sick leave, or unpaid leave, for time required to respond to an emergency when the employee is performing duties as a volunteer firefighter, as defined under the law. The District requires documentation from the volunteer fire department's supervisor to support the need for each such absence. Employees who meet the legal definition of "volunteer firefighter" shall not be terminated from employment for joining a volunteer fire department or for absences required for responding to an emergency.
- *Leave to Vote:* Any employee eligible to vote, who does not have three successive hours free from employment with the District while the polls are open will be granted leave for up to three hours while the polls are open to allow an employee to vote if the employee makes the leave request prior to the date of the election. The District may specify the three-hour time period during which the employee is entitled to take leave. The District will not subject the employee to any penalty or discipline, or deduction from salary or wages when a timely request for leave to vote is made.
- *Military Leave:* Employees will be granted military leave pursuant to Missouri state law and the Uniformed Services Employment and Reemployment Rights Act of 1994. Employees who require military leave must provide the District with required documentation in order for the District to process the requested leave.
- *Jury Duty Leave:* Employees are entitled to 5 days of paid leave for required appearances associated with federal or state jury duties. Employees are not required to use leave in order to perform jury duty, and the District will not terminate, discipline, threaten or take adverse actions against an employee on account of the employee's receipt of or response to a jury summons.

Family and Medical Leave: The District will provide leave to employees as required under the Family and Medical Leave Act (FMLA) in accordance with federal law, and provide all other types of leave protected by state and/or federal law. It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

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

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

An eligible employee may qualify for up to 12 workweeks of FMLA leave within a 12-month period for the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care, within one year of the birth/placement.
 - Birth and bonding leave must be taken as a continuous block of leave.
- To care for a spouse, son, daughter, or parent who has a serious health condition;
 - "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- An employee with a "serious health condition" is "unable to perform the functions of the position" where the health care provider finds that the employee is unable to work at all, or is unable to perform any one of the essential functions of the employee's position. An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. Employees may be required to present a fitness for duty to return to work.
- Employees may be entitled to qualifying exigency leave under the FMLA arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.
 - Eligible employees may take FMLA leave for a qualifying exigency while the military member is on covered active duty, call to covered active duty status, or has been notified of an impending call or order to covered active duty.
 - Qualifying exigencies may arise when the employee's spouse, son, daughter, or parent who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty. For purposes of qualifying exigency leave, an employee's son or daughter on covered active duty refers to a child of any age.

An eligible employee may qualify for up to 26 work weeks of FMLA leave within a 12-month period for the following reason:

- To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (military caregiver leave).
 - This applies to both current servicemembers and certain veterans.

- The single 12-month period for military caregiver leave begins on the first day of leave and ends 12 months later, regardless of the 12-month period established by the District.
- This is a combined total of 26 workweeks of leave for any FMLA qualifying reasons during the single 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave.
- This leave may be used once per servicemember, per serious injury or illness. However, an eligible employee may take an additional 26 weeks of leave in a different 12-month period to care for the same servicemember if he or she has another serious injury or illness.

The District shall use the following established 12-month period to measure FMLA eligibility: a rolling 12-month period beginning on the date an employee first uses any FMLA leave. Employees must notify the District of the need for leave and the reasons for leave so the District is able to make a FMLA eligibility determination.

If the leave is foreseeable, employees are required to request leave 30 days in advance, by specifying the reasons for leave, the anticipated start date of the leave, and the anticipated duration of the leave. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances. In the case of leave for a qualifying exigency, the employee must give notice of the need for such leave as soon as possible and practical, regardless of how far in advance the leave is needed. A failure by an employee to provide required notice may result in a delay or a denial of FMLA leave.

The District will comply with procedures required under FMLA regarding notification of eligibility, rights, and responsibilities. If the employee is not eligible, the District will provide a reason for ineligibility. The District will provide written notice to an employee if leave is designated as FMLA leave based on employment status and the reason for leave. The employee will be provided this notice within five (5) business days of the District receiving sufficient information to make an eligibility determination. If ascertainable, the notice will notify the employee of the time that will be counted against the employee's FMLA leave allotment.

The District may require an employee requesting FMLA leave to submit a timely, complete, and sufficient medical certification to support a request for FMLA leave or periodic recertification supporting the need for leave due to the employee's own serious health condition. If requested, a response is required to obtain or retain the benefit of FMLA protections. Failure to submit a timely, complete, and sufficient certification may result in discipline, up to and including termination of employment or in a denial of an FMLA request. At least 15 calendar days will be provided to the employee to obtain a sufficient and complete certification. Certifications that are incomplete will be required to be updated as permitted by and within the timelines allowed under the law.

The District will apply all appropriate paid leave to an FMLA absence. Upon the exhaustion of applicable paid leave during a period of FMLA leave, the remaining

FMLA-qualifying absences will be unpaid. When an employee's absence meets the criteria to be FMLA-qualified, the District will designate such absence as FMLA leave, even if the employee has not requested it be designated or does not want it to be designated as FMLA leave and/or the leave is paid or unpaid. If the employee is absent due to an injury/illness that is designated as a Workers' Compensation related issue that would also qualify as a serious health condition under FMLA, the absence will also be designated as an FMLA absence. The District may designate FMLA leave retroactively. When both spouses are employed by the District, eligible for FMLA leave, and wish to take FMLA leave for the same qualifying event (either birth and bonding with newborn, placement and bonding of child for adoption or foster care, or care of a parent with a serious health condition), the leave will be limited to a total of 12 workweeks during a 12-month period between the two spouses for the relevant qualifying event. The total taken by an individual employee will count against the individual employee's 12 workweek availability, should a separate FMLA qualifying event arise during the applicable 12-month period. Eligible spouses who work for the District are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness if each spouse is a parent, spouse, son or daughter, or next of kin of the servicemember. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations. FMLA leave may be taken intermittently as required by law.

For eligible instructional employees who require intermittent or reduced schedule leave of more than 20 percent of instructional time, and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, including teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired, the District may require the employee to take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment or transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position. Additionally, if an instructional employee is scheduled to return from FMLA leave near the end of a school term, the District may choose to require the employee to prolong his or her leave until the beginning of the next term, in accordance with the law regarding this option under FMLA. Any leave that the District requires an employee to take between the time the employee is able to return to work and the beginning of the next term is unpaid, but shall not be charged against the employee's annual FMLA leave entitlement.

During a period of FMLA leave, employees are entitled to continue participation in the District's health plan for the period of protected leave. The District may require the employee to repay the District's share of the premium payment if the employee fails to return to work following the FMLA leave unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA-qualifying medical condition.

Employees who take FMLA leave may return to the same or an equivalent position with equivalent pay, benefits, and working conditions, upon return from leave as required by law. The District has discretion to determine what assignment is appropriate based on certification, qualifications, and what is in the best interest of students of the District and the consistent operation of the District.

Employees may file a complaint with the U.S. Department of Labor or file a lawsuit against the District for FMLA violations.

Employee Benefits E-120-E

Benefits, including various insurance benefits, are offered by the District to qualifying professional and support staff members as part of compensation packages. Employees may receive additional information regarding benefits by requesting it from the Superintendent or designee. The following benefits are provided to eligible employees and may be fully or partially paid by the District, or provided to the employee at cost:

1. Health insurance or a group health plan
 - Full-time eligible employees may receive the group health plan or District-sponsored health insurance approved by the Board of Education. These plans and eligibility will comply with state and federal law. To be eligible, the employee must be one who is reasonably expected to work 30 or more hours per week, on average.
 - The District will ensure that any health plan offered is compliant with state law regarding the eligibility of individuals who retire from the District and who are eligible to receive benefits from PSRS and/or PEERS. This eligibility shall also extend to qualifying spouses and children. Qualified individuals who elect to enroll post-retirement must pay required premiums and are required to enroll within one year from the date of retirement.
 - The District will comply with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requirements, and allow for continuing health insurance coverage as required by law. Employees will be provided by COBRA notices as required by law. Employees who elect to continue coverage after a qualifying event shall be responsible for the payment of premiums.
2. Vision insurance
3. Dental Insurance
4. Life insurance
5. Cafeteria plan
 - If the District provides health insurance coverage and pays for any portion of the premium, the District will establish a premium-only cafeteria plan as permitted under federal law, 26 U.S.C. Section 125. This shall not be required if the District offers health insurance through any self-insured or self-funded group health benefit plan of any type or description.
6. Other benefits approved by the Board
 - 403(B) Tax Sheltered Annuity Retirement Plan
 - Employee Assistance Program

Employee Health and Safety E-125-E

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

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

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

The District will provide reasonable safety accommodations to employees who are victims of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence, as required under Missouri law.

Workers' Compensation

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

Employees are required to report all workplace injuries immediately to his or her immediate supervisor by submitting a written incident report. An accident form is available on the District's shared network drive or by contacting the central office. An employee's supervisor will assist the employee with completion of the written incident report as soon as possible in the event that the supervisor is aware of the incident and if the employee is unable to complete the incident report due to the nature of the injury or illness. Employees who fail to notify the District within 30 days may jeopardize their ability to receive compensation, and any other benefits under the law and District policies and rules.

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

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

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

An employee is disqualified from receiving temporary total disability during any period of time in which the claimant applies and receives unemployment compensation. If the employee is terminated from employment based upon the employee's post-injury misconduct, neither temporary total disability nor temporary partial disability benefits are payable under the law.

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

Drug Free Workplace E-130-E

The District does not tolerate the unlawful use, manufacture, distribution, sale, possession, or dispensation of controlled substances, alcohol, or unauthorized prescription medications by employees of the District in any District setting, including but not limited to: District property, District transportation, vehicles approved for the transport of students to or from school-related activities or programs, off-campus sites being used for any District-sponsored or District-approved activity, program, or event where students are under the supervision of the District, or in any setting where an employee is engaged in District business that requires the supervision of students or involves the presence of students. The District does not allow employees to be present in any District setting described above while under the influence of any controlled substance, alcohol, or unauthorized prescription medication, even if such substance was consumed prior to the employee before entering a District property or activity. All employees of the District are required, as a condition of employment, to comply with these rules and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction.

Employees who fail to comply with these requirements are subject to disciplinary action up to and including termination of employment in accordance with District rules and District policies. Information regarding the negative health and safety effects of drug use and alcohol abuse is available through the central office and the Employee Assistance Program.

Employees must safeguard any of their own authorized prescription medications in any District setting, including but not limited to: District property, District transportation, vehicles approved for the transport of students to or from school-related activities or programs, off-campus sites being used for any District-sponsored or District-approved activity, program, or event where students are under the supervision of the District, or in any setting where an employee is engaged in District business that requires the supervision of students or involves the presence of students. This includes, but not limited to, storing authorized prescription medication in child-proof or locked containers.

Drug and Alcohol Testing: In accordance with the District's commitment to a drug and alcohol-free workplace, the District will make every effort to ensure that employees are not under the influence while engaging in their employment. The information included in this Employee Manual serves as notice to all staff members of the District's drug and alcohol testing procedures.

If the District has reasonable suspicion that a staff member is under the influence of alcohol or a controlled substance in violation of these rules, the District may require an employee to submit to an alcohol and controlled substances test. Employees who exhibit signs of being under the influence of a prohibited substance just before, during, or just after the period of the workday may be subject to reasonable suspicion testing. Additionally, staff members who operate District transportation are required to undergo testing as required by law. Drivers of District transportation, whether employed by the District or a third party contractor, are prohibited by law from using alcohol within four (4) hours of reporting for duty. Drivers who are required to take a post-accident test are prohibited from using alcohol for eight (8) hours following any such accident or until the driver undergoes the test, whichever comes first.

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

If the District employs its own drivers for District transportation who are "operators of commercial motor vehicles", the District will comply with federal requirements regarding drug and alcohol testing, including the implementation of pre-employment drug screening, and reasonable suspicion, random, and post-accident testing at laboratories certified by the U.S. Department of Health and Human Services, and shall notify all drivers covered by federal requirements of such procedures. If the District

contracts with a third party for transportation services, the District will require by contract with such third party that the contractor comply with all guidelines of the Omnibus Transportation Employee Testing Act and applicable state reporting requirements.

Employees who test positive for controlled substances or alcohol and employees who refuse to submit to a test or fail to comply with required testing protocol in order to obtain an accurate and/or timely specimen are in violation of this policy and are subject to disciplinary action up to and including termination of employment in accordance with District rules and District policies.

The District may refer any matter that may be a crime to the appropriate law enforcement agencies. Employees may be required to participate and complete counseling or rehabilitation programs if determined appropriate by the administration. A list of counseling, rehabilitation, and/or employee assistance programs available to employees can be located through the central office and the Employee Assistance Program.

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

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

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

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

1. If a supervisor has reasonable suspicion to believe that an employee is in violation of the District's drug-free workplace rules, the supervisor is required to reduce information and evidence of such violation to writing and immediately report the incident to the Superintendent or designee. The supervisor should note all physical symptoms, witness to symptoms, and other evidence.
2. The Superintendent/designee will determine if testing is appropriate.

3. Testing will be administered as soon as reasonably possible based on the circumstances. If testing is delayed beyond a reasonable period of time, the Superintendent or designee shall document the reasons for delay.
4. Testing will be conducted at an appropriately qualified facility with collection procedures that are industry standard. If such a facility is not readily available or practical, the District may contact a law enforcement agency or personnel to conduct such testing.

Professional Development for Employees E-135-E

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

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

Teachers requesting professional development must fill out a PD request form available through the District's shared network drive or by contacting a building administrator.

Teachers will also be expected to complete a professional development plan on the NEE website and review it both at mid-year and the end of the year.

Evaluation of Employees E-140-E

Annually, the District shall complete evaluations of professional staff members. The District utilizes the NEE evaluation and standards/rubrics are presented annually to teachers by building administrators.

All classes will be observed multiple times periodically during the school year. It should not disturb a teacher if the principal/Superintendent/special services director or another evaluator enters. If you have a special discussion, demonstration, project, etc., that you wish to have observed, inform the principal.

The mini-observation is used to get a quick glimpse of what the students are doing during class time. A summative evaluation will still be given during the second semester as set forth by NEE.

Support staff members will be evaluated on an annual basis. The following areas will be evaluated:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance

7. Punctuality

8. Other areas as appropriate for the specific job

This evaluation will be used to improve job proficiency and to determine eligibility for reemployment.

Employees will receive a copy of their evaluation, and a copy will be placed in each employee's personnel file.

Resignations of Employees E-155-E

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

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

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

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

Any professional employee who notifies the District of their intent to resign or retire at the end of the school year before the January Board of Education meeting will receive a \$1,000.00 early resignation incentive. Any professional employee who notifies the District of their intent to resign or retire at the end of the school year before the February Board of Education meeting will receive a \$500.00 early resignation incentive.

Liquidated Damages: The District has adopted liquidated damages in order to recover the costs associated with substitute employment, locating and training replacements for the departing staff members. Actual damages related to such circumstances are not ascertainable, therefore, the following reasonable estimates of such damages is as follows:

If the written resignation is submitted:	Then, employee pays:
June 1 – June 30	\$1,500.00
July 1 – July 31	\$3,000.00
August 1 or later	No release from contract.

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

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

Retirement

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

Termination of Employees E-160-E

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

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

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

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

Reductions in Force E-165-E

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

Administrative Leave E-170-E

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

Employee Conflict of Interest E-175-E

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

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

1. Acting or refrain from acting by reason of any payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to him/herself or any third person, including any gift or campaign contribution, made or received in relationship to or as a condition of the performance of an official act;
2. Use or disclosure of confidential information obtained in the course of or by reason of his employment in any manner with intent to result in financial gain for himself, his spouse, his dependent child in his custody, any business with which he is associated, or anyone else;
3. Favorably acting on any matter that is specifically designed to provide a special monetary benefit to such employee or his/her spouse or dependent children;
 - *Special monetary benefit* - Being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.
4. Attempting to influence any District financial decision, or use his/her position to influence any student or parent/guardian financial decision, that may result in financial gain to the employee, the employee's spouse, the employee's dependent children, or businesses with which they are associated, unless authorized by the Board of Education;
5. Accepting gifts of substantial value (\$100 or more) from vendors, individuals students/parents/guardians, or subordinate employees;
6. Using his/her decision-making authority for the purpose of obtaining a financial gain which materially enriches him/herself, his/her spouse or dependent children by acting or refraining from acting for the purpose of coercing or extorting from another anything of actual pecuniary value;
7. Offering, promoting, or advocating for a political appointment in exchange for anything of value to any political subdivision;
8. Attempting to trademark, patent, copyright, or claim ownership interest in, or accepting, or requesting from the District, royalties, licensing fees or other compensation for, any intellectual property created by the employee in his/her capacity as an employee of the District and/or with the use of any District resources, unless prior authorization is received by the employee from the Board of Education.
9. Selling, renting, or leasing any personal property to the District for consideration in excess of \$500 value per transaction or \$5,000 value per year to the employee,

their spouse, a dependent child, or to any business with the employee is associated unless the transaction is made pursuant to award on a contract let or sale after public notice and competitive bidding, provided the bid or offer received is the lowest.

10. Selling, renting, or leasing any real property to the District for consideration in excess of \$500 value per transaction or \$5,000 value per year to the employee, their spouse, a dependent child, or to any business with the employee is associated unless the transaction is made pursuant to award on a contract let or sale after public notice.
11. Performing services as an independent contractor for consideration in excess of \$500 value per transaction or \$5,000 value per year to the employee, their spouse, a dependent child, or to any business with the employee is associated unless the transaction is made pursuant to award on a contract let or sale after public notice and competitive bidding, provided the bid or offer received is the lowest.
12. Exceptions can be made on a case-by-case basis regarding the placement of an immediate family member if it is in the best interest of the District. Immediate family is a spouse, parent, step-parent, child, step-child; full, half, or step-sibling. Significant other is a person with whom an employee is dating or intimately involved.

*All tutoring provided to students of the District by staff members of the District and/or any tutoring that is provided by a staff member of the District with the use of any District resources must be approved by the building administrator. Staff interested in providing tutoring to students of the District must first contact their building administrator.

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

Employee Conduct E-180-E

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

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

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

Protected Communications

- The District will not prohibit employees from or discipline employees for discussing District operations with any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public, or any state office or body charged with investigating; or
- The District will not prohibit employees from disclosing any alleged prohibited activity under investigation or any related activity or for the disclosure of information which the employee reasonable believes evidences:
 - a violation of any law, rule, or regulation; or
 - mismanagement, a gross waste of fund or abuse of authority, violation of policy, waste of public resources, alteration of technical findings or communication of scientific opinion, breaches of professional ethical canons, or a substantial and specific danger to public health or safety, if the disclosure is not specifically prohibited by law.
- The District will not require an employee to give notice prior to disclosing any activity described above or prevent an employee from testifying regarding the alleged prohibited activity or disclosure of information.
- The District requires an employee to inform the District as to legislative requests for information or the substance of testimony made, or to be made, by the employee to legislators on behalf of the District.
- The District requires an employee to follow District policies and procedures to leave their work areas during normal business hours, unless the employee is requested by a legislator or legislative committee to appear before a legislative committee.
- An employee may not represent their personal opinions as the opinions of the District.
- The District may take disciplinary action against an employee if the employee knew the information was false; the information is closed or is confidential under law; or the disclosure relates to the employee's own violations, mismanagement, gross waste of funds, abuse of authority or endangerment of the public health or safety.
- Details about the ability of an employee to file suit for violation of the above and the authority of the State Auditor to investigate can be found in § 105.055, RSMo.

Employee-Student Relations E-185-E

All staff members of the District are expected to communicate with students in a professional manner and maintain appropriate boundaries and relationships with students. The standards set forth below apply to any interactions staff members may

have with students of the District or students of other schools. These rules are not comprehensive, therefore any inappropriate interaction a staff member has with a child may result in disciplinary action against the staff member. Staff members are required to avoid interactions or situations which may lead to an appearance of impropriety or which could give rise to allegations of an inappropriate relationship.

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

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

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

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

1. Allowing a student to drive a staff member's vehicle.
2. Directing students to run personal errands for the staff member.
3. Inviting students to a staff member's residence or private property.
4. Being alone in a vehicle with a student without prior authorization from the staff member's supervisor.
5. Being present when students are in any state of undress.
6. Being in a room with a student with the door closed, a door locked, or the lights off.
7. Giving gifts, including but not limited to money, to individual student.

Electronic Communication with Students

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

Any employee who is aware of a fellow employee's failure to maintain appropriate boundaries with a student is required to immediately report any such concern to the Superintendent, and if applicable, comply with mandatory reporting requirements under the law. The District will provide annual training to staff members to ensure staff members are aware of these rules, signs of possible abuse, and reporting requirements under the law.

Personnel Records E-190-E

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

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

Employees who wish to review their personnel file, with the exception of the ratings, reports and records created or obtained prior to the employment of an individual, including confidential placement papers and letters of reference, must submit a request at least 24 hours in advance to review such file during regular working hours and in the presence of the Superintendent or designee.

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

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

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

Employment References E-195-E

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

If a staff member is contacted by a prospective employer for a professional reference for a current or former staff member of the District, all District staff members are required to forward that request to the Superintendent.

Staff members may provide personal references for colleagues only if the staff member indicates within the reference that he or she is not speaking on behalf of the District. Staff members are prohibited from using District resources, including letterhead and District email accounts, for providing personal references. Personal references may not give the appearance of the endorsement of the District. District employees, contractors, and agents are prohibited from providing personal references or otherwise providing assistance in obtaining a new job to any other school, any employee, contractor, or agent who has been accused of sexual misconduct regarding a minor or a student. If employees have questions or concerns regarding this prohibition, they should contact the Superintendent for additional guidance.

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

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

Further, the Superintendent or designee may, if applicable and in accordance with the law, respond in writing to a written request concerning a current or former employee from an entity or person which the Superintendent or designee reasonably believes to be a prospective employer of such employee and truly state for what cause, if any, an employee was discharged or voluntarily quit employment with the District. If a written

response of this sort is provided by the District, the Superintendent or designee shall send a copy of the response that was sent to the prospective employer to the current employee or former employee at the employee's last known address.

Additional factual information regarding an employee's duties and work performance may be provided by the Superintendent or designee only if an employee has submitted a written consent.

As required by law, the District will disclose, to any public school that contacts the District about a former employee, information regarding any violation of the published regulations of the Board by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Board after a contested case due process hearing conducted pursuant to District policy. Further, if the District has previously employed any person whose job involved contact with children, and the District received allegations of sexual misconduct as provided in [Section 566.083, RSMo](#), concerning the employee and, as a result of such allegations or as a result of such allegations being substantiated by the child abuse and neglect review board, the employee was dismissed or allowed to resign in lieu of termination, the District shall disclose the allegations of sexual misconduct when furnishing a reference for the former employee or responding to a potential employer's request. Additionally, if the District has previously employed any person about whom Children's Division has conducted an investigation involving allegations of sexual misconduct with a student and has reached a finding of substantiated and another public school contacts the District for a reference for the employee, the District shall disclose the results of Children's Division's investigation to the school.

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

Student-Related Information

Teaching about Religion I-115-E

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

Only provide instruction regarding religion or religious beliefs that are included in the Board approved, District curriculum and curriculum guides. If a teacher wants to include instructional resources not indicated in the District curriculum and/or curriculum guides, it must be approved by the Building Principal before being used in the classroom.

Teaching about Human Sexuality I-120-E

General Requirements: Students will be provided instruction regarding human sexuality. Students in 6th grade through 12th grade will be provided training regarding

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

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

- Present abstinence as the preferred choice for unmarried people because it is the only method that is 100% effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity.
- Advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and pregnancy.
- Stress that sexually transmitted diseases are serious health hazards of sexual activity.
- Provide students with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
- Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases in a manner consistent with the provisions of the federal abstinence education law, emphasizing abstinence over sexual activity.
- Discuss the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
- Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the student has the power to control personal behavior.
- Encourage students to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others.
- Teach students not to make unwanted physical and verbal sexual advances or otherwise exploit another person, as well as to resist unwanted sexual advances and other negative peer pressure.
- Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the definition of statutory rape under Missouri law.

- Teach students about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and other instant messaging programs.
- Teach students how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing and Exploited Children's CyberTipline.
- Teach students about the consequences, both personal and legal, of inappropriate text messaging, even among friends.

Any materials and training relating to sexual abuse will be trauma-informed and developmentally appropriate. Further, materials and training will include:

- Instruction providing students with the knowledge and tools to recognize sexual abuse;
- Instruction providing students with the knowledge and tools to report an incident of sexual abuse;
- Actions that a student who is a victim of sexual abuse could take to obtain assistance and intervention; and
- Available resources for students affected by sexual abuse.

Special Education and Section 504 I-125-E

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

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

Retention

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

Acceleration

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

Assessment Program I-195-E

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District website. In addition, the assessment plan is included in the Student/Parent handbook at the beginning of each year. The assessment plan is also available for review at the District office during standard business hours.

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

Assessment Schedule

Information regarding the District's Assessment Plan and related schedule is available on the District's shared network drive.

Speakers at District Events I-205-E

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

Bullying, Hazing, and Cyberbullying S-185-E

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

Bullying - Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying electronic, or written communication, and any threat of retaliation for reporting such acts.

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

Anti-bullying Coordinators: Building principals serve in this capacity.

Reporting Bullying or Cyberbullying: District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report,

the employee should contact the District's Complaint Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Student Discipline S-170-E

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

Teacher Reporting Requirements

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

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. We expect and acknowledge that the majority of our students are respectful and well-behaved. However, to ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline policies.

Disciplinary Consequences

The following Discipline Matrix for addressing student misconduct is included in the Student Handbook:

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.

Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students

	will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).</p> <p>B) Other weapons are prohibited. Other weapons are defined as devices readily capable of lethal use, or devices designed to mimic a weapon. Other weapons include, mace spray, any knife, regardless of blade length; and items customarily</p>

	used, or which can be used, to inflict injury upon another person or property.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not

	apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

Corporal Punishment

Corporal punishment is defined as: “The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.” Corporal punishment is strictly prohibited as a method of discipline. However, reasonable force may be used, when necessary, for the protection of a student or others or property.

Seclusion and Restraint S-205-E

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

Only authorized personnel who have received annual training in de-escalation practices, professionally-accepted and appropriate use of physical restraint, appropriate use of seclusion, communication expectations and requirements with students and families about restraint, required documentation procedures and District policy, are permitted to implement restrictive behavioral interventions. All staff members are expected to review District policy to become familiar with the requirements and limitations associated with seclusion and restraint.

The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Administration of Medication S-135-E

All student medication is to be kept in the health office or main office whether it is prescription or over-the-counter. District personnel are not authorized to dispense any medication, including over-the-counter medication, without written permission from a parent or guardian and then, only designated, trained personnel are allowed to dispense medication or treatment in the health office. Students who are incapacitated due to a cast, crutches, sutures, or other conditions need a physician’s note specifying the restrictions and duration of the restrictions. The school nurse can assist with obtaining clarification of physician orders. Employees will be notified by the nurse, IEP case manager, and/or 504 case manager when a student has a health condition that warrants specific accommodations. Any accommodations provided via a health plan, IEP, or 504 Plan must be followed as written.

Students with Allergies S-145-E

The classroom is the most common area in which students experience an allergic reaction. Therefore, to protect the student, yourself, and others, employees should know which students have life-threatening conditions and their plans (IEP, 504 Plan, Emergency Action Plan (EAP), and Individual Health Plan (IHP). Employees must follow the plans, especially attending to accommodations. Employees must also attend all required trainings and individual meetings for a particular student. A student who is feeling ill after exposure to a known allergen should not be sent to the health room or office alone or with another student. If necessary, request assistance from staff outside the classroom.

Administrators will identify who will inform parents of any school events and activities where food will be served other than during regularly scheduled meal/snack times or when other allergens may be present (classroom teacher, nurse, case manager, etc.). Foods or other potential allergens should not be offered to students without parental approval. Employees should not interpret food or product labels. Employees should encourage non-allergen and non-food activities, reward, and treats. Employees should educate, with written permission from the family of a student with allergies, the class and families of restrictions and precautions. All substitute plans should include any pertinent student information and procedures for students with a plan.

Reporting and Investigating Child Abuse S-160-E

Definitions:

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

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

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

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

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

If a student reports alleged sexual misconduct on the part of a teacher or other District employee to a District employee, both the employee and the Superintendent must report

the allegation to CD. CD is required to investigate the report. Investigate allegations against an employee of the District for the purpose of making employment decisions.

Making a Report: When a report to CD is made, the following information will be required: names and addresses of the child and his parents or other persons responsible for care; child's age, sex and race; nature and extent of the child's injuries, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect to the child or siblings; name, age and address of the person responsible for the injuries, abuse, neglect, if known; family composition; source of the report; name, address, contact information, and occupation of the person making the report; actions taken by the person making the report; including any photographs taken and/or keeping the child; any other information that may be helpful. If CD declines to accept the report, log the name of the representative, the date, and the report made.

Student Records S-125-E

Student education records are official and confidential documents protected by the Family Rights and Privacy Act (FERPA). A student education record includes information such as date and place of birth, parent/guardian names and addresses, emergency contact information, enrollment and attendance records, academic records, special education records, discipline information, and health records.

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

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

All records requests made to anyone in the District, unless it involves specific classroom assignments or activities, should be directed to and responded to by the building counselor. Student records is addressed within District Policy S-125-P and in the Student/Parent Handbook.

Community, Finance, Facilities, and District Operations

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

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

Use of Recording Devices or Drones C-165-E

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

1. The District or designated agents of the District may make audio or visual recordings to provide security, to maintain order, for staff or preservice teacher development use, or for educational purposes.
2. Students may record if required by a District-sponsored class or activity.
3. Individuals may record performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
4. Individuals may record open meetings of the Board or District committees.
5. Outside entities may record an event when using or renting District facilities in accordance with District rules.
6. A parent or legal guardian of a student may audio record any meeting held under the IDEA or Section 504 of the Rehabilitation Act with no less than 24 hours' notice to the Director of Special Services.

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

Advertising on District Property C-170-E

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

Purchasing F-140-E

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

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

Department of Agriculture (USDA) regulations governing school food service programs.

Purchasing Generally: The Superintendent or designee will supervise District purchasing to ensure the following:

1. No purchase that may exceed \$25,000 will be made without prior Board approval, unless it is an emergency and is approved by the Superintendent.
2. Purchases may only be made through a purchase order, or credit or purchasing card.
3. All purchases must receive approval from the appropriate supervisor responsible for the budget code from which the purchase is made.
4. The Superintendent or designee must approve travel expenses such as airline tickets and hotel reservations.
5. All purchases must be appropriately documented consistent with District guidelines. Documentation related to purchases will be maintained in accordance with the Missouri Secretary of State's retention manual and include an audit trail linking the solicitation, evaluation, award and payment.
6. District staff will provide the District's tax-exempt letter to vendors before making any purchase that may be taxed.
7. No contract will be entered into or bill paid without the proper documentation and an affirmative vote from a majority of the whole Board.
8. Any contract to provide the District services in excess of \$5,000 to the District must be conditioned on the provider submitting a sworn affidavit and documentation affirming enrollment in E-Verify and stating that the provider does not knowingly employ any person who is not authorized to work in the U.S.

Credit and Purchasing Cards: The following rules apply to the use of District credit or purchasing cards:

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

Fraud Prevention F-160-E

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

Expense Reimbursement F-175-E

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

Travel Expenses F-180-E

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

Automobile travel will be reimbursed at the mileage rate of \$0.485/mile. Reasonable travel costs must not exceed charges normally allowable by the District in its normal operations. Commercial air travel must be the least expensive, unrestricted accommodation class.

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

Traffic and Parking Control F-210-E

All District parking lots and sidewalks are under the control of the Superintendent or designee, and subject to restrictions deemed appropriate by the administration. Vehicles on school property are subject to search in accordance with law. District parking lots carry the same restrictions from weapons or items prohibited from District buildings. Administrators have the ability to restrict or prohibit vehicles from being on school property, and administrators have the ability to request vehicles be moved. If individuals refuse to comply with the request of the administrator, the vehicle may be towed at the owner's expense.

Safety F-225-E and Emergency Preparedness Plan F-230-E

Emergency and Safety Procedures

Fire, tornado, earthquake and intruder drills are held regularly throughout the school year and appropriate instructions are provided in each class.

Storm warnings will be announced over the intercom. All classes will be going to the basement area the school, the girls and boys locker room. All classes will follow the routes posted in the respective classrooms in an orderly manner. Student will take instructions from the designated person when arriving to the locker room.

The fire alarm will sound to signal a fire drill or fire. Leave everything and file out of the room in an orderly manner. Walk to the nearest exit and continue until all students have reached the designated area for your class on the football field. Directions to the nearest exit are posted in each classroom. In the absence of alarms, three short blasts from the boat horn will be used.

Firearms and Weapons F-235-E

Weapons may only be possessed on school property by commissioned law enforcement officers, other specifically trained individuals, or for the purpose of a school-sanctioned firearm related event. Examples of school sanctioned events include gun safety courses for students, military student programs, or school-sponsored club shooting team. A weapon is defined as a device readily capable of lethal use, or device designed to mimic a weapon. Unless exempted by this policy, weapons are banned from all District property and District related events, as allowed by law. The District will follow all state and federal law that addresses the discipline of individuals that violate this policy.

Communicable Diseases F-245-E

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

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

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

Animals on District Property F-250-E

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

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

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

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

It is a class C misdemeanor for a person to misrepresent a dog as a service dog for the purpose of receiving accommodations regarding service dogs under the Americans with Disabilities Act. A person may also be civilly liable for any actual damages resulting from such misrepresentation.

Technology F-265-E

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

The technology resources of the District may only be utilized by individuals authorized by the District. Students, employees and Board members are required to sign a User Agreement prior to utilization of the technology resources of the District. Users do not have an expectation of privacy in utilizing any District technology resources.

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

Technology Devices and Acceptable Use Policy

Concordia R-2 School's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Concordia R-2 School's established culture of openness, trust and integrity. We are committed to protecting Concordia R-2 School Staff and Student and the School District from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Concordia R-2 Schools.

These systems are to be used for school purposes in serving the interests of the school District, and of our staff and students in the course of normal operations.

Effective security is a team effort involving the participation and support of every Concordia R-2 staff and students who deal with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment at Concordia R-2 Schools. These rules are in place to protect students, employees, and Concordia R-2 Schools. Inappropriate use exposes the District and users to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Concordia R-2 Schools day to day operations with internal networks and systems, whether owned or leased by Concordia R-2 School the employee, or a third party. All staff and students of Concordia R-2 Schools are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Concordia R-2 School policies and standards, and local laws and regulation. Exceptions to this policy are documented below.

This policy applies to Staff and Students at Concordia R-2 Schools, this policy applies to all equipment that is owned or leased by Concordia R-2 School.

General Use and Ownership

- Concordia R-2 School's proprietary information stored on electronic and computing devices whether owned or leased by Concordia R-2 School, the employee or a third party, remains the sole property of Concordia R-2 School. You must ensure through legal or technical means that proprietary information is protected.
- You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Concordia R-2 School proprietary information.
- You may access, use or share Concordia R-2 School proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

- Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their Principal\Counselor\Superintendent\Technology Department.
- For security and network maintenance purposes, authorized individuals within Concordia R-2 School may monitor equipment, systems, and network traffic at any time.
- Concordia R-2 School reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

- All mobile and computing devices that connect to the internal network must comply with the *Remote Access Policy*.
- System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- Postings by employees from a Concordia R-2 School email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Concordia R-2 School unless posting is in the course of school duties.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting services). Under no circumstances is an employee of Concordia R-2 School authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Concordia R-2 School owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other

software products that are not appropriately licensed for use by Concordia R-2 School

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Concordia R-2 School or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting Concordia R-2 School business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Concordia R-2 School computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Concordia R-2 School account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the staff or student is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the Concordia R-2 School network.
15. Interfering with or denying service to any user other than the staff or students host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, Concordia R-2 School employees to parties outside Concordia R-2 School.

Email and Communication Activities

When using District resources to access and use the Internet, users must realize they represent the District. Whenever employees state an affiliation to the District, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the District". Questions may be addressed to the IT Department.

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Concordia R-2 School networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Concordia R-2 School or connected via Concordia R-2 School network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging and Social Media

1. Blogging or posting on social media by staff and students, whether using Concordia R-2 School property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Concordia R-2 School systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Concordia R-2 School policy, is not detrimental to Concordia R-2 School best interests, and does not interfere with staff or students' regular duties. Blogging/social media posts from Concordia R-2 School systems is also subject to monitoring.
2. Employees shall not engage in any blogging or social media that may harm or tarnish the image, reputation and/or goodwill of Concordia R-2 School and/or any of its staff or students. Staff and Students are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging, posting, or otherwise engaging in any conduct prohibited by Concordia R-2 School .
3. Employees may also not attribute personal statements, opinions or beliefs to Concordia R-2 School when engaged in blogging and social media. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Concordia R-2 School. Staff and Students assume any and all risk associated with blogging/social media.
4. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Concordia R-2 School trademarks,

logos and any other Concordia R-2 School intellectual property may also not be used in connection with any blogging/social media activity.

Compliance Measurement

The Concordia R-2 School will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by Concordia R-2 School in advance. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Related Standards, Policies and Processes

Password Policy

Passwords are a critical component of information security. Passwords serve to protect user accounts; however, a poorly constructed password may result in the compromise of individual systems, data, or network. This guideline provides best practices for creating secure passwords.

This guideline applies to employees, students, including all personnel affiliated with third parties. This guideline applies to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins.

Strong passwords are long, the more characters you have the stronger the password. We recommend a minimum of 8-12 characters in your password. In addition, we highly encourage the use of passphrases, passwords made up of multiple words. Examples include “*It’s time for vacation*” or “*block-curious-sunny-leaves*” or 8-12 characters using upper-case, lower-case, numbers, and special characters. Passphrases are both easy to remember and type, yet meet the strength requirements. Poor, or weak, passwords have the following characteristics:

- Contain eight characters or less.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.
- Are some version of “Welcome123” “Password123” “Changeme123”

Whenever possible, also enable the use of multi-factor authentication. Passwords should also be different from personal passwords, do not use the same password for multiple accounts.

The Technology Director will verify compliance with this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by the Concordia R-2 School in advance.

Any individual found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Remote Access Policy

Remote desktop software, also known as VPN\remote access tools, provide a way for staff to work computer systems from home, and vice versa. Examples of such software include LogMeIn, GoToMyPC, VNC (Virtual Network Computing), and Windows Remote Desktop (RDP). While these tools can save significant time and money by eliminating travel and enabling collaboration, they also provide a back door into the Concordia R-2 School network that can be used for theft of, unauthorized access to, or destruction of assets. As a result, only approved, monitored, and properly controlled remote access tools may be used on Concordia R-2 School computer systems.

This policy applies to all remote access where either end of the communication terminates at a Concordia R-2 School computer asset.

All remote access tools used to communicate between Concordia R-2 School assets and other systems must comply with the following policy requirements.

Concordia R-2 School provides mechanisms to collaborate between internal users, with external partners, and from non-Concordia R-2 School systems. Because proper configuration is important for secure use of these tools, mandatory configuration procedures are done by the Technology Department.

The approved software list may change at any time, but the following requirements will be used for selecting approved products:

- a) All remote access tools or systems that allow communication to Concordia R-2 School resources from the Internet or external systems must require multi-factor authentication that require an additional PIN or password.
- b) The authentication database source must be Active Directory or LDAP, and the authentication protocol must involve a challenge-response protocol that is not susceptible to replay attacks. The remote access tool must mutually authenticate both ends of the session.
- c) Remote access tools must support strong, end-to-end encryption of the remote access communication channels as specified in the Concordia R-2 School network encryption protocols policy.
- d) All Concordia R-2 School antivirus, data loss prevention, and other security systems must not be disabled, interfered with, or circumvented in any way.

All remote access tools must be purchased through the standard Concordia R-2 School procurement process, and the information technology group must approve the purchase.

The Concordia R-2 School will verify compliance with this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by the Concordia R-2 School in advance.

Any individual found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Appropriate Use Policy/Bring Your Own Device Policy

Students and staff are required to have a signed AUP policy on file to be allowed access to school technology and access through the school network to the internet. Students in grades 7-12 wishing to bring their own laptop will only be allowed access upon signing and returning a BYOD form. Students who violate any technology expectations will lose the privilege of bringing their own device.

Clean Desk Policy

A clean desk policy can be an important tool to ensure that all sensitive/confidential materials are removed from an end user workspace and locked away when the items are not in use or an employee leaves his/her workstation. It is one of the top strategies to utilize when trying to reduce the risk of security breaches in the workplace. Such a policy can also increase employee's awareness about protecting sensitive information. The purpose for this policy is to establish the minimum requirements for maintaining a "clean desk" – where sensitive/critical information about our employees, our intellectual property, our customers and our vendors is secure in locked areas and out of site.

This policy applies to all Concordia R-2 School Staff.

- Staff are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period.
- Computer workstations must be locked when workspace is unoccupied.
- Computer workstations must be shut completely down at the end of the work day.
- Any Restricted or Sensitive information must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the work day.
- File cabinets containing Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.
- Keys used for access to Restricted or Sensitive information must not be left at an unattended desk.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
- Printouts containing Restricted or Sensitive information should be immediately removed from the printer.
- Upon disposal Restricted and/or Sensitive documents should be shredded in the official shredder bins or placed in the lock confidential disposal bins.
- Whiteboards containing Restricted and/or Sensitive information should be erased.
- Lock away portable computing devices such as laptops and tablets.
- Treat mass storage devices such as CDROM, DVD or USB drives as sensitive and secure them in a locked drawer

- All printers and fax machines should be cleared of papers as soon as they are printed; this helps ensure that sensitive documents are not left in printer trays for the wrong person to pick up.

Any exception to the policy must be approved by the Concordia R-2 School in advance.

Copyrighted Materials F-275-E

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

District Wellness Plan F-290-E

District Standards

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

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

Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day: The District may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of food and beverages as a reward or incentive for performance or behavior.

Employee Wellness: The District Wellness Committee will focus on the health and wellness of employees. This sub-committee will work closely with the central office, and/or the Superintendent in relation to any potential initiatives or incentives for employees.

C-105-P District Rules and Guides Form B
Employee Manual Acknowledgment

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

I acknowledge that I have received and reviewed the 2022-2023 Employee Manual. I understand the policies and guidelines of the Concordia R-2 School District and that violations of these policies and guidelines may result in disciplinary action up to and including termination of employment.

Employee Signature:

Employee Name (please print):

Date: _____

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

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

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

Signature: _____

Name (please print): _____

Date: _____