Polo R-VII
School District
Employee Manual
2026-2027

Adopted by the Board of Education:

July 20, 2026

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District Information

Letter from Superintendent

In order to advance the objectives of our school district and look out for the interests of our employees, the Polo R-VII School District has developed a policy manual. It will help you understand what is expected of you and what you can expect from the school district.

This manual is to be used as a guide and reference. It has been presented by administration, reviewed by legal counsel and approved by the Board of Education. Employees should not, however, interpret any policy as being an amendment, change, or enlargement of their contract with the district.

Any policy is only as good as its implementation. The supervisor is the key to the implementation. The supervisor is responsible for and in direct contract with each group of employees. Employees and their supervisors must translate the ideas and principles in this manual into action.

Please familiarize yourself with the contents of this manual to ensure that all policies are administered fairly and effectively.

Mission C-110-E
Polo R-VII Board of Education and professional educators require that students enrolled in district schools develop and demonstrate scholastic, communication, problem solving, technical, and social skills essential for achieving personal, academic, and occupational success.

Preparing **O**utstanding **L**eaders **O**f Tomorrow

Board of Education G-100-E

David Vaughan, President

Randy Howell, Vice President

Penny Copeland

Josh Fitzwater

Jeff Gentry

Daniel Kelley

Austin Mckinzie

Rochelle Myers, School Business Services Manager

District Administration:
ADMINISTRATION

Mr. Kyle Ross	Superintendent	660-354-2326
Derek Lannigan	7-12 Principal	660-354-2524
Braya Qualman	PreK-6 Principal	660-354-2200
Melissa Madison	Special Education Director	660-354-2524
Michelle Gilbert	Activities Director	660-354-2524
Dylan Parker	Technology Director	660-354-2326

Media Releases: Kyle Ross, Superintendent

Building Schedules:

Daily Schedule 7-12

Period	**Start**	**End**
1st Period	8:20 AM	9:06 AM
2nd Period	9:10 AM	9:56 AM
3rd Period	10:00 AM	10:46 AM
4th Period	10:50 AM	11:37 AM
MS Lunch	11:41 AM	12:03 PM
MS 5th Period	12:07 PM	12:57 PM
HS 5th Period	11:41 AM	12:33 PM

HS Lunch	12:37 PM	12:57 PM
6th Period	1:01 PM	1:47 PM
7th Period	1:51 PM	2:37 PM
Panther	2:41 PM	3:16 PM

10:20 AM Late Start Schedule 7-12

Period	**Start**	**End**
Panther Hour	10:20-10:30	(10 minutes)
7th Period	10:34 - 11:04	(30 minutes)
6th Period	11:08 - 11:38	(30 minutes)
MS Lunch	11:41 - 12:03	
MS 5th Period	12:07 - 12:57	
HS 5th Period	11:41 - 12:33	
HS Lunch	12:37 - 12:57	
4th Period	1:01 - 1:32	(31 minutes)
3rd Period	1:36 - 2:06	(30 minutes)
2nd Period	2:10 - 2:41	(31 minutes)
1st Period	2:45 - 3:16	(31 minutes)

1:16 PM Early Out Schedule 7-12

Period	**Start**	**End**
1st Period	8:20 AM	9:06 AM
2nd Period	9:10 AM	9:56 AM
3rd Period	10:00 AM	10:46 AM
4th Period	10:50 AM	11:37 PM
MS Lunch	11:41 AM	12:03 PM
MS 5th Period	12:07 PM	12:57 PM
HS 5th Period	11:41 PM	12:33 PM
HS Lunch	12:37 PM	12:57 PM
6th Period	1:01 PM	1:16 PM

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Academic Calendar I-100-E

2026-2027 Polo R-VII School Calendar - APPROVED 1/21/26

July 2026

S	M	T	W	T	F	S
			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 2026

S	M	T	W	T	F	S
						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					

6 days

September 2026

S	M	T	W	T	F	S
		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 days

October 2026

S	M	T	W	T	F	S
				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 days

November 2026

S	M	T	W	T	F	S
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					

17 days

December 2026

S	M	T	W	T	F	S
		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 Days

Polo R-VII School District

300 W. School Street
660-354-2326 (Fax) 660-354-2910
Polo, MO 64671

Aug 17-21	Professional Development Days
Aug 20	Open House 6-8 pm
Aug 24	First Day of School
Sep 7	Labor Day
Sep 18	EARLY OUT 1:15 PM - Homecoming
Sep 21	NO SCHOOL - In-Service
Oct 22	Parent Teacher Conferences 1:30-8
Oct 23	NO SCHOOL
Nov 25-27	Thanksgiving Break
Nov 30	NO SCHOOL - In-Service
Dec 18	EARLY OUT 1:15 PM
Dec 21 - Jan 4	Winter Break
Jan 4	NO SCHOOL - In-Service
Jan 5	Return to School
Jan 18	NO SCHOOL - Martin Luther King, Jr. Day
Feb 1	NO SCHOOL - In-Service
Feb 15	NO SCHOOL - Presidents' Day
Mar 1	NO SCHOOL - In-Service
Mar 26-29	Spring Break
Apr 19	NO SCHOOL - In-Service
May 16	High School Graduation
May 21	EARLY OUT 1:15 PM - Last Day of School
May 24	In-Service
May 31	NO SCHOOL - Memorial Day
Jun 18	NO SCHOOL - Juneteenth

End of Quarter and Mid-Term Dates

Oct 16	1st Quarter Ends
Dec 18	1st Semester Ends
Mar 12	3rd Quarter Ends
May 21	2nd Semester Ends

Make Up Days

If no makeup days are needed, school will not be in session on the following days:

3/24, 3/30, 3/25, 5/17, 5/18, 5/19, 5/20, 5/21

Total Student Days = 161
Total Teacher Days = 174

January 2027

S	M	T	W	T	F	S
					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						

18 days

February 2027

S	M	T	W	T	F	S
	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						

18 days

March 2027

S	M	T	W	T	F	S
	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 days

April 2027

S	M	T	W	T	F	S
				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	

21 days

May 2027

S	M	T	W	T	F	S
						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					

15 days

June 2027

S	M	T	W	T	F	S
		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			

District Holidays

Sep 7	Labor Day
Oct 22-23	No School
Nov 25-27	Thanksgiving Break
Dec 21 - Jan 4	Winter Break
Jan 18	Martin Luther King, Jr. Day
Feb 15	Presidents' Day
Mar 26-29	Spring Break
May 31	Memorial Day
Jun 18	Juneteenth

Early Dismissal Days

Sep 18	Homecoming
Dec 18	Winter Break
May 21	Last Day of School

Professional Development Days

Aug 17-21	District PD Days
Sep 21	District PD Day
Oct 23	District PD Day
Nov 30	District PD Day
Jan 4	District PD Day
Feb 1	District PD Day
Mar 1	District PD Day
Apr 19	District PD Day
May 24	District PD Day

Start School
School Closed
Professional Development (no school for students)
Parent Teacher Conferences/PD (no school for students)
Early Release 1:15 pm

Calendar Templates by Vertex42.com
https://www.vertex42.com/calendars/school-calendar.html

❖ For all references to Board Policy, it may be found on the school website at http://polo.k12.mo.us/ under Policies/Handbooks, Board of Education Policies.

❖ For the 2026-2027 School year, due to potential health concerns, some aspects of the handbook may be superseded by the district or building re-entry plan.

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:	Superintendent Kyle Ross
Phone #:	660-354-2326, ext. 250
Email Address:	rossk@polo.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:	School Business Services Manager Rochelle Myers
Phone #:	660-354-2326, ext. 251
Email Address:	myersr@polo.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

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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:	Superintendent Kyle Ross
Phone #:	660-354-2326, ext. 250
Email Address:	rossk@polo.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:	School Business Services Manager Rochelle Myers
Phone #:	660-354-2326, ext. 251
Email Address:	myersr@polo.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:	Derek Lannigan
Address:	300 W School Street, Polo, MO 64671
Email Address:	eilersj@polo.k12.mo.us
Phone #:	660-354-2200

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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.

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

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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.gov/manage-loans/forgiveness-cancellation/public-service

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 Highway 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

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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: The District does not award compensatory time to nonexempt staff members.

Workweek: A workweek is a period of 168 hours during seven (7) consecutive 24-hour periods. The workweek shall begin on Monday at 8:00 a.m.

Timekeeping: Non-certified (classified) employees are paid on an hourly basis with total hours for the year predetermined. Total anticipated hours for the position are paid on an equal twelve month basis. Overtime hours must be pre-approved by the Superintendent. All nonexempt employees are required to accurately complete a daily time record showing actual hours worked. All hourly employees will use the Polo R-VII Time Clock Plus operating system for timekeeping.

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
All salary schedules can be found here:
https://www.polo.k12.mo.us/employment/salary-schedules

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

Staff member having attained additional college hours to move from their previous location on the salary schedule must provide documentation by the first of September of each school year to have contracts modified for the current year. No changes will be made during the school year. See current salary schedules above.

- 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.

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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:

Certified teachers contracted salaries are based upon a 9, 9 ½, 10 or 11 month contract depending upon duties. The Superintendent and Vo-Ag Instructor have a 12 month contract. The building principals have an 11 month contract. All certified employees are paid on a 12 month basis.

Non-certified (classified) employees are paid on an hourly basis with total hours for the year predetermined. Total anticipated hours for the position are paid on an equal twelve month basis. Overtime hours must be pre-approved by the Superintendent.

All certified substitute teachers are paid at the current rate per day. The building principals keep track of teachers' absences which are turned into the Central Office at the end of each month for payment. The list of substitutes and the number of days they substitute are also turned in the last day of the month to be paid the next month.

Staff employees are paid once a month on the 15th. If that date falls on a holiday, weekend, or a day when school is not in session except summer vacation, staff members are paid on the closest preceding banking day. All employees will receive their checks by automatic deposit.

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Payroll Deductions: Employees who work 20 or more hours per week are required to have retirement deducted from their salary. All employees must sign a written request if they wish to have additional money withheld from their wages for extra insurance, annuities, and additional State and Federal taxes.

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 may make deductions from an employee's pay for unauthorized absences. 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 preschool and other possible charges.

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

Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

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 thirty 30 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 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.

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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;
- 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 Teacher:

A staff member who needs to be absent from school due to personal illness or emergency will call the principal or supervisor by 6:00 a.m. the morning of the absence (or previous evening). It is not always possible to secure a substitute unless notification is prompt.

Teachers should be sure that lesson plans and class rolls are available and easily located. The absence of these items can create problems for the substitute. A separate substitute sub/folder located on sub drive containing any special information (i.e. students with special health needs) should be available.

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Regular teachers may substitute during their planning period and be paid $15.00 per period but only when teaching during the planning period causes the teacher to teach eight full periods. No teacher is to secure his or her own substitute. Forms for reporting substituting during the school day are available in the Appendix of this manual. They may be copied as needed.

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.

Sick Leave: Full-time 12-month professional staff members will receive 9 days of sick leave per school year. Full-time professional staff members whose assignments require full-time employment during only the regular school year calendar adopted by the Board shall receive 9 days of sick leave per school year. Full-time 12-month support staff members will receive 9 days of sick leave per school year. Full-time support staff members whose assignments require full-time employment during only the regular school year calendar adopted by the Board shall receive 9 days of sick leave per school year.

Any unused sick leave accumulated in excess of 100 days will be reimbursed to the employee at the rate established by the Board of Education on the salary schedule at the end of each school year, subject to all applicable taxes and other required deductions. Upon separation from the District, employees will be paid at the rate established by the Board of Education on the salary schedule for unused sick leave 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 sick leave is subject to Board approval.

A sick leave pool is available for staff members who choose to participate in this program. Participating staff members may draw from the pool after using all accumulated leave days and after being off work five (5) consecutive days without pay. Staff members are given the option of joining the pool when first employed.

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If they want to change this status during their employment, notification must be made by the first Friday of September each school year.
Absences of more than one hour through four hours shall be counted as a half-day of sick leave. Sick leave may be used for:

- 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.)
- To care for the employee's stepchild if the employee is primarily responsible for furnishing the care and nurture of the child.
- Sick leave 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 the superintendent.

Personal Leave: Personal leave is provided to employees in order to allow employees to conduct personal business which cannot be conducted on other days off or on a weekend. Personal leave may be applied when sick leave has been exhausted, and can also be applied to leave that would otherwise be unpaid, such as FMLA leave. Personal leave must be approved by the employee's direct supervisor, and requests should be made, when possible, at least 48 hours in advance of the date leave is required. Personal leave cannot be applied to the period of leave an employee receives Workers' Compensation benefits for time off due to work-related injuries/illnesses.

Full-time 12-month professional staff members will receive 3 days of personal leave per school year. Full-time professional staff members whose assignments require full-time employment during only the regular school year calendar adopted by the Board shall receive 3 days of personal leave per school year. Any unused personal leave at the end of a school year will roll to sick leave.

Full-time 12-month support staff members will receive 3 days of personal leave per school year. Full-time support staff members whose assignments require full-time employment during only the regular school year calendar adopted by the Board shall receive 3 days of personal leave per school year. Any unused personal leave at the end of a school year will roll to sick leave.

Vacation: Full-time 12-month professional staff members will receive 10 days of vacation time per school year. Requests for vacation time must be submitted to the superintendent or designee and are subject to approval based on the needs of the District and the timing/duration of the requested vacation. Written authorization from the superintendent or designee is required before taking vacation time. Vacation cannot be applied to the period of leave an employee receives Workers' Compensation benefits for time off due to work-related injuries/illnesses.

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An employee may not use the day immediately preceding or following a scheduled school break or personal leave unless special permission is obtained by the building principal or superintendent. Necessary additional leave may be granted to an employee for absences due to other reasons which are discussed with and approved by the Superintendent.

Sabbatical and One-Year General Leaves of Absence: The Board of Education may grant sabbatical leaves of absence to certificated employees for further professional study at the graduate level or one-year general leave of absence for reasons other than the continuation of professional study – for example, illness, child rearing, adoption or other personal reasons. If applicable, the provisions of the Family and Medical Leave Act (FMLA) will be followed as required by law. Such leave shall be under the following conditions:

1. The leave of absence shall be based upon an application by the employee and the recommendation of the Superintendent and shall coincide with the school year and not be granted for a period longer than one year. Leaves will not be counted as continuous full-time service when computing tenure but shall not impair tenure previously acquired nor affect any credit toward tenure previously earned.
2. The Board of Education will not grant a these leaves of absence unless the District is able to find a satisfactory replacement for the teacher.
3. The number of leaves granted in any one year shall be left to the discretion of the Board of Education.
4. Upon the staff member's return to the school system, the employee shall be reinstated at the proper position on the salary schedule, losing only that time during which regular duties were not performed. The Board retains the right to reassign the teacher.
5. The leave of absence shall be without pay or benefits by the School District.
6. The Board of Education shall be able to make satisfactory arrangements for the performance of the ordinary duties of the applicant during the period for which the leave of absence is requested.

Bereavement Leave: An employee is entitled to 5 days of paid leave upon the death of a member of the employee's immediate family(which includes husband or wife, children, children's spouses, grandchildren, parents, brother, sisters, grandparents, any other family member residing with the employee, or any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver) or if not a member of the employee's immediate family, the approval of the superintendent. The District may request verification of the need for bereavement leave.

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. The following holidays have been established by the Board to be unpaid: Juneteenth, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday and Memorial Day .

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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 six 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. Pregnant employees who need more than six weeks of paid or unpaid leave for medically-required, pregnancy-related leave, either before or after the birth of a child, must provide certification from a healthcare professional for such leave, which is subject to approval by the District and in accordance with any applicable laws.

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.

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VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

LEAVE TIME ALLOWED

See Section 285.630, RSMo., and refer to Sections 285.625 to 285.670 RSMo. for definitions.

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, may take unpaid leave from work to address such violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence.
- Obtaining services from a victim services organization.
- Obtaining psychological or other counseling.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.
- Seeking legal assistance or remedies to ensure health and safety.

In the case of domestic or sexual violence as defined by statute, an individual who works for a business with 50 or more employees is entitled to up to two workweeks of unpaid leave within any 12-month period to address the related matters above. An individual who works for a business employing 20 to 49 employees is entitled to up to one workweek of unpaid leave within any 12-month period to address such matters.

Leave may be taken intermittently or on a reduced work schedule. The employee shall provide to the employer 48 hours notice unless such notice is not practicable.

EMPLOYER:

- May request certification that the employee or member of family or household is a victim as described above.
- Must restore the employee to the position of employment held prior to the reporting of domestic or sexual violence or an equivalent position.
- Must maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided had the employee continued in the employment previously held.
- May, under many circumstances, recover from the employee the premium paid for maintaining coverage if the employee fails to return from leave after the leave period has expired.

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.
TDD/TTY: 800-735-2966 Relay Missouri: 711

DIVISION OF LABOR STANDARDS

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- *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

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must provide the District with required documentation in order for the District to process the requested leave.

- *Jury Duty or Subpoena Leave*: Employees are entitled to paid leave for required appearances associated with federal or state jury duties or subpoenas. 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 health care 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.

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- 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 workweeks 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: July 1st – June 30th. 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

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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.

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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 offered to employees and may be fully or partially paid by the District or available to employees 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 an average of 30 or more hours per week or 130 hours or more per month.

    - 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

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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.

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.

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Employees are required to report all workplace injuries immediately to his or her immediate supervisor by submitting a written incident report. An injury reporting form is included in the back of this manual. 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

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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. For further information please see Mrs. Sherry Christopher, Polo R-VII School Nurse.

The possession, use, and being under the influence of medical or recreational marijuana is prohibited while at work.

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.

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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.
For further information please see Mrs. Sherry Christopher, Polo R-VII School Nurse.

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.

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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 facility is not readily available or practical, the District may contact a law enforcement agency or personnel to conduct such testing.

Procedure for Drug and Alcohol Testing of Drivers: For the purposes of this procedure, the District's coordinator of drug and alcohol testing programs for drivers shall be Sherry Christopher, School Nurse.

The following terms are defined below for the procedure for testing of drivers:

Alcohol - Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

Driver - Any person who operates a commercial motor vehicle, including full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers; and independent, owner-operated contractors. Driver includes a person applying for a position that involves the driving of a commercial motor vehicle.

Drug - Marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites and phencyclidine (PCP).

Qualified Supervisor - An employee or driver supervisor who has completed at least 60 minutes of training on the symptoms of alcohol abuse and another 60 minutes of training on the symptoms of controlled substances use (120 minutes in total). The purpose of this training is to teach supervisors to identify circumstances and indicators that may create reasonable suspicion that a driver is using or under the influence of alcohol or drugs, supporting referral of an employee for testing.

Reasonable Suspicion - Specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of an employee.

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Safety-Sensitive Function - A driver is considered to be performing a safety-sensitive function from the time a driver begins to work or is required to be ready for work until the time the driver is relieved from work and all responsibilities for performing work. Safety-sensitive functions include time spent waiting to be dispatched, inspecting, servicing, or conditioning a commercial motor vehicle, time spent at the driving controls, any time spent in the commercial motor vehicle, time spent loading, unloading, or supervising loading or unloading of the vehicle, and time spent servicing or awaiting the service of a disabled commercial vehicle.

Substance Abuse Professional - A person who evaluates employees who have violated a Department of Transportation (DOT) drug and alcohol program regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Testing - Testing will be conducted in accordance with federal law by facilities that meet applicable federal standards.

Pre-Employment Tests: Driver applicants are required to undergo pre-employment testing prior to performance of safety-sensitive functions and the District must receive a verified negative result. Prospective employees are required to submit to testing. Refusal to do so will disqualify an individual from employment. Current employees transferring from a non-safety-sensitive function into a safety-sensitive position are also required to undergo pre-employment testing.

Post-Accident Tests: All drivers will be trained on the requirement and procedures for post-accident testing. Drivers are required to comply with federal regulations and District procedures regarding testing.

- Post-accident tests will be administered as soon as practicable after any accident when there is:
    - A human fatality, regardless of whether a citation is issued to the driver;
    - Bodily injury resulting in medical treatment away from the scene of the accident when a citation is issued to the driver;
    - Disabling damage to a vehicle requiring a tow away when a citation is issued to the driver;
- The District may, in its discretion, require all drivers to submit to testing after any accident when the driver was performing a safety-sensitive function.
- Tests for drugs must be administered within 32 hours following the accident and tests for alcohol should be administered within two (2) hours and must be administered within eight (8) hours following the accident.
- Post-accident testing shall be conducted in accordance with federal law and regulations. Failures to comply with federal regulations relating to post-accident testing shall be documented by the District's coordinator and any required report shall be submitted to the DOT.
- Post-accident testing done by law enforcement officials shall meet post-accident testing requirements if the results are provided to the District.

Random Testing: The District will conduct random drug and alcohol testing of drivers. Random alcohol testing will be conducted just before, during, or just after an employee's

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performance of safety-sensitive duties. Random testing for drugs may occur without regard to proximity to the performance of safety-sensitive functions. Drivers will be selected by random process, and each driver will have an equal chance of being selected and tested for a given round of random testing. All random testing will be in accordance with federal regulations. A failure to submit to a random test or any interference with a test by the employee will result in discipline up to and including termination.

Reasonable Suspicion Tests: The District will conduct reasonable suspicion drug and alcohol testing in accordance with federal regulations. Any qualified supervisor who has reasonable suspicion to believe that a driver has violated the alcohol or drug prohibitions of the District shall initiate the procedure for testing, beginning with documenting the basis for reasonable suspicion. Final documentation of the basis for reasonable suspicion shall be signed and filed with the appropriate District administrator by the qualified supervisor within 24 hours of the basis for reasonable suspicion or prior to the results of the test being released, whichever is earlier. Reasonable suspicion alcohol testing requires that observations are made just before, during or just after the period of the work day when the driver must comply with alcohol prohibitions. The qualified supervisor who makes a reasonable suspicion determination is prohibited from administering the test itself.

Return-to-Duty Tests: Any driver who is not terminated as a result of a positive test must receive an evaluation from a substance abuse professional at the employee's expense and successfully pass an alcohol or drug test before the driver will be permitted to perform safety-sensitive duties. The substance abuse evaluation must be conducted in accordance with federal law and by a properly credentialed substance abuse professional.

Follow-Up Tests: If a driver has violated the prohibited drug and alcohol rules, the driver shall be required to take a drug and/or alcohol test before returning to safety-sensitive functions for the District. The driver shall be subject to unannounced follow-up testing at least six (6) times in the first 12 months following the driver's return to active safety-sensitive service.

Within ten (10) days of the determination of a failed test by a driver, the Sherry Christopher, School Nurse shall notify the director of the Missouri Department of Revenue of any driver who has failed to pass any drug or alcohol test administered pursuant to District procedures. All information required by the Missouri DOR shall be provided by the District in accordance with the law.

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.

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The committee shall have no more than seven (7) members, with membership on the committee spread across disciplines and attendance centers. Committee membership will include teachers from elementary, secondary and specialty teaching areas as well as support staff representatives. While both certified and noncertified staff members will serve on the committee, only teachers will be allowed to select committee members.

Committee members shall be staff members with at least five (5) years of experience and at least one (1) year in the Polo R-VII School District. Professional development committee members will be selected for two (2)-year terms. Terms shall be staggered so that approximately one-third of the committee will be selected each year. New members shall be selected no later than January 31 annually, training will be accomplished by March 31, and service will begin on April 1.

Evaluation of Employees E-140-E

Annually, the District shall complete evaluations of professional staff members. Probationary staff members should have at least one informal (drop-in) and one formal classroom visit with reviews and one summative evaluation each year to be completed by March 15th. Staff members on tenure should have at least one review per year with a summative evaluation every three years. All certificated staff members should develop a set of goals each school year with goal emphasis on any below expectation areas as might be indicated by evaluations and test scores. Probationary teachers are expected to perform at the expectation level on all criteria on performance. Below expectation level is a ground for non-renewal of contract.

Staff members needing improvement in certain areas will have job targets developed jointly with their building principal or supervisor.

Teaching Evaluation Standards will be based on the Missouri Teacher Standards. In accordance with these standards, outlined below, the teacher must demonstrate the knowledge and ability to ensure the success of all students.

1. Content Knowledge Aligned with the Appropriate Instruction;
2. Student Learning, Growth, and Development;
3. Curriculum Implementation;
4. Critical Thinking;
5. Positive Classroom Environment;
6. Effective Communication;
7. Student Assessment and Data Analysis;
8. Professionalism;
9. Professional Collaboration

Support staff members will be evaluated on an annual basis. The evaluation will be completed by April 15th of each school year. They are expected to maintain a 3 or above on the rating scale for the position. Support staff members will be evaluated in the following areas:

1. Job knowledge;
2. Quality of work;

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3. Quantity of work
4. Initiative/resourcefulness/creativity;
5. Dependability, including attendance and punctuality;
6. Cooperation;
7. Communication;
8. Impact on the education environment;
9. Other areas as appropriate for the specific job

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 resign not later than June 1st each year. Such resignations are effective upon receipt and do not need 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.

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 Rochelle Myers.

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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;

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a. *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. Being subordinate to an immediate family member or significant other. 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.

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*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 staff member's supervisor.

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.

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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.

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- 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.

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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.

<u>Electronic Communication with Students</u>

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. All 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 building principal, counselor, or staff member's supervisor, 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.

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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

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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 Sexual misconduct includes sexual misconduct involving a child as defined by § 566.083, RSMo, sexual contact with a student as defined by § 566.086, RSMo, sexual harassment as defined in C-131-P; or child abuse involving sexual acts, as determined by the Department of Social Services.

Further, if the District has previously employed any person whose job involved contact with children, and the District received allegations of sexual misconduct, 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

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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 Superintendent and/or 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.

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- 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.
- Teach students about sexual harassment, sexual violence, and consent.

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.

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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:

Name:	Melissa Madison, Special Education Director
Phone #:	660-354-2200, ext. 103
Email:	madisonm@polo.k12.mo.us

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.

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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
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's website.

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.

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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 as the anti-bullying coordinators for their respective buildings.

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.

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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 or 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. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
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

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	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.

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Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
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	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). 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 used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
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.

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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 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, of 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 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

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	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.

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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 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.

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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

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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 Educational 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 by: Superintendent, Kyle Ross. 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.

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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 Education Melissa Madison.

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.

<u>Purchasing Generally</u>: The Superintendent or designee will supervise District purchasing to ensure the following:

1. No purchase that may exceed $50,000 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, credit or purchasing card, or through petty cash.
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

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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. 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.
3. 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.
4. District cards will not be used to purchase personal items, or unauthorized items.

Petty Cash F-155-E

District administrators are responsible for the accounting of petty cash. All petty cash funds must be used exclusively for school purposes and appropriately documented.

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

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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 $.50 per 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.

Emergency Preparedness Plan F-230-E

The District's Emergency Operations Plan is located in the High School office.

EMERGENCY PROCEDURES – FIRE

The fire alarm will be sounded. When the alarm is heard, all students will walk briskly in single file from the classroom to the door assigned. Teachers will be in charge of his or her group during the entire fire drill. Teachers are expected to take grade books with them for class roll.

Students will reassemble in a designed area outside the building in the class they were in at the sound of the alarm. Roll will be taken and the number and names of students missing reported immediately to the building principal.

Please note the exit instructions posted by the door in each home room. If that exit is blocked, proceed to the nearest clear exit. For emergency exits, please refer to the Emergency Exits and building floor plan included in the Appendix.

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EMERGENCY PROCEDURES – TORNADO

The tornado warning signal will be sounded. Students should report to their designated tornado safety area.

EARTHQUAKE

At the first indication of a tremor, students should seek shelter under their desks or tables facing away from glass and protecting their head with arms and hands until tremors stop. If outside, everyone should get away from buildings. Time normally does not permit a tone. The intercom would be used to make any necessary announcements.

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.

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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. In accordance with law, the content filter system will be used to protect against access to visual depictions that are obscene, harmful to minors, or child pornography. The District will

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monitor the online activity of students in compliance with the Children's Internet Protection Act (CIPA).

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 have a sub-committee that focuses on the health and wellness of employees. This sub-committee will work closely with the Human Resources department, and/or the Superintendent in relation to any potential initiatives or incentives for employees.

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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 2026-2027 Employee Manual. I understand the policies and guidelines of the Polo R-VII 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: _____

F-265-P Technology Usage Agreement Form Form C

Technology Usage Agreement for Non-Students

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: _____

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